

**ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT & BOARD****DEFINITION:**

Under the direction of the Superintendent and/or designee, coordinate and organize office activities to assure the smooth running of the Superintendent's office; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.

**QUALIFICATIONS:**

Experience: At least five years in a responsible administrative assistant position, a minimum of three years in a school or school district office setting, or in a comparable organizational setting.

Education: Equivalent to completion of two years of college. (Responsible secretarial position may be substituted for required education on a year-for-year basis.)

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities with minimal direction. Incumbents in these classes perform duties with minimal direction, exercising a high degree of judgment, discretion, initiative, and independence. This position is classified as a confidential position as, in the course of duties supporting the Superintendent's Office, the incumbent has access to or possesses information related to employer-employee relations, negotiations, personnel, and student matters

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Superintendent or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth running of the Superintendent's office; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Prezi, Google Drive, Adobe Pro, as well as Power School and QSS
- Coordinate and organize the updates of Board Policies and Administrative Regulation. Review CSBA updates, coordinate process for communicating updates with stakeholders, and ensure current BP's and AR's are current on District Website
- Serve as a resource for board members. Analyze requests and provide recommendations for action
- Coordinate the work of others in preparation of the School Board agendas
- Using proprietary, complex workflow software, coordinate the preparation of agendas for the Board of Education meetings, including the oversight and coordination of the work of other departments. Review the backup materials for completeness, and assure legal time lines have been met
- Attend all regular and special Board meetings for the purpose of providing information, recording of official minutes, coordinating technology needs, and distributing materials for attendees
- Coordinate a wide variety of special projects and events for the Superintendent and Board of Education

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- Prepare confidential reports, memoranda, and correspondence between the Superintendent and the Board of Education
- Serve as liaison between parents and members of the public and the Superintendent and Board of Education for the purpose of relaying information and resolving concerns or complaints while maintaining professional composure
- Act as resource for designated staff members and Board members on the Conflict of Interest Code, ethics training, and Form 700 required filings

**KNOWLEDGE:**

- Government Code section related to the Brown Act
- Conflict of Interest Codes
- Deadlines for school district/public hearings and regular board meetings, special board meetings, discipline and dismissal hearings, etc.
- Education Code, Board policies and bylaws; applicable laws, codes, rules, and regulations
- Functions and operations of an administrative office
- District organization, operations, policies and procedures
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Applicable laws, codes, rules, and regulations
- Financial and statistical record-keeping techniques
- Research methods
- Operation of a computer and assigned software

**ABILITIES AND SKILLS:**

- Process administrative details not requiring attention of the administrator
- Develop correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate
- Initiate forms, communications, board agenda items, special assignments, and projects for the assigned administrator
- Coordinate and facilitate projects to meet time schedules
- Serve as liaison between administrator, district personnel, and the community
- Provide technical, clerical, and logistical support to personnel engaged in department activities
- Facilitate/attend the activities of various committees for and/or with the administrator
- Initiate and prepare District Board Agenda items as necessary
- Initiate and answer telephone calls, make appointments, and interview callers and furnish desired information or assistance
- Develop, monitor, and maintain department budget/fiscal records and reports
- Understand and resolve issues, complaints or problems
- Respond to formal complaints within the required timeline
- Prioritize and organizes work

**SPECIALIZED DUTIES:**

- Provide administrative support for the Superintendent and the Executive Assistant to the Superintendent
- Serve as primary backup to Executive Assistant to the Superintendent, including coverage of Superintendent's Office and Board of Education meetings
- Coordinate and manage updates to Board Policies and Administrative Regulations
- Support crisis and emergency communication planning and support, including usage of mass notification systems (Blackboard Connect, etc.)
- Schedule and coordinate communication professional development
- Assist in the planning and management of District events
- Prepare communication and public relations materials and projects and assist in the coordination of communication projects and events
- Arrange and coordinate printing, distribution, and mailing of publications, with inside and outside service providers
- Write copy for memorandums, resolutions, and other routine copy as requested of the Superintendent
- Maintain files, mailing lists, and accounting records of office budget
- Assist in overall management of Superintendent's Office, including purchase of supplies and purchase/maintenance of equipment
- Assist in the creation and maintenance of District website content
- Prepare, organize, and analyze data using software such as Microsoft Excel

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- Use communication platforms and technology, including mass notification systems, electronic flyer distribution, content management systems, e-mail marketing, etc., to help inform internal and external stakeholders of District news, events, and initiatives

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public