

CENTRAL SCHOOL DISTRICT

Job Title: Administrative Assistant to the
Superintendent/Board of Trustees

Occupational Group: Confidential

Reports to: Superintendent/Board of Trustees

Work Year: 12 months

Board Approval: 10/15/2009

Revision #1: 9/20/2012

Revision #2: 9/17/2015

DEFINITION

Under direction, serves as a confidential secretary and administrative assistant relieving the Superintendent of administrative and clerical detail; acts as liaison between the Superintendent and the community at large, the Board of Trustees, and district employees; performs highly complex, technical and confidential secretarial and administrative functions; and does other related work as required.

QUALIFICATIONS

Education/Certification:

- Equivalent to the completion of an Associate of Arts or higher degree in business education, organizational management, or public relations.

Experience:

- Five years of highly responsible office experience, preferably including experience in an educational entity.

Desired Qualification:

- Type at a net corrected speed of 65 words per minute.

Knowledge and Abilities:

Knowledge of:

Procedures, methods, strategies and techniques pertaining to the operation of a school superintendent's office; principles, goals and objectives of a public education system; modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems; legal mandates, policies, regulations and procedures which govern the District operational processes; English usage, spelling and grammar, and manuscript and report formatting; effective and efficient communication techniques, strategies and procedures; systems of preparation for future events, both regular and occasional; public relations practices and principles.

Ability to:

Learn, interpret and apply administrative and departmental policies, laws and regulations; analyze situations carefully and adopt effective courses of action; recognize the limits of, and act within, the appropriate scope of authority; perform difficult and responsible administrative work with accuracy and speed; transmit instructions and directions from the Superintendent to staff and employees of the district; coordinate, direct and expedite the production of a high volume of documents and materials; effectively and efficiently perform highly responsible clerical, secretarial and administrative functions

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Ability to (continued):

and activities; expeditiously abstract, compile and prepare comprehensive reports; communicate effectively in oral and written form; establish and maintain a complex data management, storage and retrieval system; understand and carry out oral and written directions; establish and maintain cooperative relationships and maintain a calm, tactful and diplomatic manner; operate a computer and demonstrate a familiarity with a variety of software applications; enhance work performance through technology; prepare paperless on line agenda and documents as requested; provide positive customer service; use various forms of social media to communicate with staff and the public; attend Board and other meetings.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Serve as confidential secretary and administrative assistant to the Superintendent and Board of Trustees coordinating the secretarial, clerical and administrative follow-up activities including conference and travel arrangements, providing operational information and the preparation of correspondence and special reports. **E**
2. Plan, organize, coordinate and supervise the preparation, printing and distribution of Governing Board agenda and related materials, notices, bulletins and other communicative documents. **E**
3. Prepare and maintain the official record of the Governing Board minutes. **E**
4. Arrange for or personally deliver Agenda Board packets to all Board members. **E**
5. Maintain the Governing Board policies and regulations and assists in revision and updating of policies and regulations. **E**
6. Perform follow-up functions to ensure timely responses to Governing Board and Superintendent special report and information requests. **E**
7. May interpret policies, operational regulations and procedures to District personnel and the educational community for the Superintendent.
8. Develop and maintain effective calendars, schedules, and routines to accomplish the work of the Superintendent's office and other related work. **E**
9. Independently compose correspondence for the Superintendent's review. **E**
10. Attend to administrative details on special matters assigned to/by the Superintendent. **E**
11. Send e-mail reminders to Board members for conferences, meetings and school events as required. **E**
12. Collect monthly calendars from school sites and prepare monthly district calendar package for Board Members and Superintendent. **E**
13. Work with other offices in the District, coordinating specific clerical activities to ensure the accomplishment with a specific timeline. **E**
14. Plan, organize, establish and maintain a complex data management, storage and retrieval system. **E**
15. Process and respond to routine mail and inquiries forwarded to the Superintendent's office. **E**
16. Assist in budget planning and expenditure control procedures pertaining to the Superintendent's office. **E**
17. Coordinate the collection and preparation of material for the District Newsletter published five times a year. **E**
18. Coordinate and prepare the Instructional Team and Managers meeting agenda packets during the school year. **E**
19. Update Superintendent and Board Member website pages on a regular basis. **E**
20. Use a variety of office technology including social media. **E**
21. Write a variety of communication materials: press releases, newsletters, website content, fact sheets, news articles, media pitches, employee messages, PowerPoint slides, speeches, letters, and public communications. **E**
22. Attend Board and other meetings; take and transcribe minutes; attend to follow up details; assist in implementing all Board recommendations and actions as requested by the Superintendent. **E**

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ESSENTIAL & REPRESENTATIVE DUTIES (continued)

23. Coordinate and maintain the District's Master Calendar.
24. Develop annual calendars for office managers and district personnel to meet timeline deadlines for agenda and other Board reports.
25. Use technology to access the California Education Code and related codes.
26. Plan and maintain a strategic public relations program for the District.
27. May plan, organize, develop, and conduct Inservice training programs for secretarial and clerical employees.
28. Attend various meetings and take and transcribe notes.
29. Prepare meeting minutes for editing and distribute minute summaries as required.
30. Take and transcribe dictation pertaining to correspondence, memoranda, reports and a variety of other subject matter which may be sensitive, privileged and highly confidential.
31. Collect statements, maintain permanent files and forward Annual Statement of Economic Interests - FFPC Form 700 in regards to the California Conflict of Interest law.
32. Plan, develop and implement office procedures and working forms.
33. Sort and route mail and respond to routine correspondence.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.