

Coast Unified School District

Title: Administrative Secretary to the Superintendent

Salary Range: Confidential/Management

Job Summary: Under the direction of the Superintendent, serves as a personal secretarial assistant to Superintendent, and provides a wide variety of complex and confidential administrative and secretarial support to the Superintendent so that he/she may dedicate maximum attention to the areas of education standards, student achievement and operation of the school district.

Qualifications:

Required: Possess an Associate's degree or work experience and training that is equivalent. Five years of increasingly responsible secretarial experience, at least one of which has been as secretary or office manager to an administrator or manager in a school district or large private or public organization. Type at a corrected speed of 50 net words per minute. Experience using various computers and computer programs.

Ability to:

- Work under limited supervision using standardized practices and/or methods.
- Compose correspondence, other narrative materials, reports, etc.
- Effectively and efficiently perform highly responsible secretarial functions.
- Plan, organize, coordinate and schedule clerical functions and activities.
- Communicate effectively in oral and written form; understand and carry out oral and written directions.
- Establish and maintain cooperative organizational, public and community relationships.
- Maintain a valid California drivers' license.

Desirable: Bilingual in Spanish/English

Essential Functions:

- Serves as a confidential and personal assistant to the Superintendent.
- Maintains and regulates appointment calendar for the Superintendent, including managers' evaluation schedule.
- Supervises the organization, coordination and distribution of agendas and supporting materials for the Board of Education meetings.
- Attends and takes minutes at meetings of the Board of Education.

- Supports the Superintendent and the Board of Education (e.g., special projects, special elections) for the purpose of providing assistance with their functions and responsibilities.
- Prepares and distributes various meeting agendas, including support materials, for Superintendent's Cabinet meetings, Principals' meetings, District Office staff meetings, Central Coordinating Committee meetings (CCC), Local Control and Accountability Plan meetings (LCAP), DELAC meetings, Professional Learning, and Instructional Rounds.
- Prepares Superintendent's correspondence, memoranda, reports, public records requests, board policies and administrative regulations, and a variety of other communicative subject matter that may include privileged and highly sensitive material
- Prepares calendars for the district and professional learning sessions.
- Collects District and school site Comprehensive Safety Plans and Single Plans for Student Achievement.
- Serves as a liaison between parents, members of the public, the Superintendent, and the Board of Education for the purpose of assisting in resolving concerns or complaints.
- Maintains confidentiality of privileged and sensitive information related to negotiations and District actions.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
- Performs other duties as assigned by the Superintendent.

Physical Requirements:

1. Understand speech at normal levels in person or on the telephone.
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
3. Some prolonged sitting or standing.
4. Some stooping, bending, and reaching.
5. Operate audiovisual equipment, computer, copy machine and other office equipment with dexterity.
6. Occasionally lift/carry equipment and supplies up to 25 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision: Under the direction of the Superintendent

Approved: June 30, 2016