

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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Position Title:           **ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**  
Department:           Administrative Office  
Reports to:             Superintendent

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**SUMMARY:** The Superintendent's Administrative Assistant works under the direction of the District Superintendent, and is responsible for highly confidential information and data. He/She must be highly proficient, professional, and accurate in his/her duties as Administrative Assistant.

The Superintendent's Administrative Assistant will be expected to know the work schedule of the Superintendent and to know the business relationship of the people in the community and their connections with the school district; know how to handle routine matters.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Acts as Administrative Assistant to the District Superintendent
- \* Take notes for letters, reports, and memoranda and accurately transcribes and notes areas requiring personal action
- \* Answers correspondence independently, maintains correspondence files
- \* Types agenda, assembles and prepares other materials for Board of Trustee meetings, attends board meetings, taking and preparing minutes; notifies board members and other concerned individuals regarding board meetings; duplicates, assembles and distributes agenda and materials; maintains files and records of board actions and business; maintains official board minute book; responsible for arranging conferences, travel, and other arrangements for Board of Trustees
- \* Is responsible for preparation of Administrative Council Meetings, preparing agendas and materials, taking minutes and distribution of same.
- \* Makes reservations and arrangements for a variety of meetings and conferences
- \* Attends to administrative details on special matters, as assigned
- \* Prepares, duplicates, and files materials relating to negotiations and employer-employee relations
- \* Compiles and prepares reports in accordance with oral and written instruction
- \* Maintains the Superintendent's appointment calendar, greets and coordinates the Superintendent's callers. Receives the Superintendent's telephone calls
- \* Coordinates and personally participates in the preparation of district policy books, keeping policy books current by making policy changes after board adoption
- \* Participates in preparation of the Superintendent's newsletters and other publications
- \* Provides information and assistance to schools and departments regarding a variety of matters
- \* Conducts a variety of other secretarial, and general clerical work, including the operation of office equipment
- \* Processes or supervises Inter-district Attendance Agreements, preparing materials, scheduling interviews, etc.
- \* Assist, Coordinates and prepares District Master calendar
- \* Prepares monthly enrollment reports
- \* Prepares student expulsion materials, coordinating the Administrative Hearing, adhering to all timeframes mandated by law. Prepares expulsion materials and results for Board of Trustee action

- \* Assists in the recruitment of administrative personnel by processing, arranging for interviews, and keeping records on all communication from applicants
- \* Prepares annual enrollment certification for Office of Local Assistance
- \* Prepares, coordinates and finalizes Public Law 874 list
- \* Coordinates the preparation and updating of district forms

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in related field, plus two years experience preferred.

**OTHER SKILLS and ABILITIES:**

Knowledge of receptionist, Administrative Assistant and telephone techniques, general office methods, practices, procedures, and office machine operations. Ability to perform general clerical work of average difficulty; tactfully and effectively greet and assist Superintendent's callers; computer knowledge and word processing skills; understand and carryout oral written directions; have the ability to work with teachers, classified employees and students in such an effective manner that the contacts build excellent relations between school, board, and community. Ability to take accurate notes for transcribing into formal minutes.

**CONFIDENTIAL STATUS:**

This position has been designated as "Confidential" by the Board of Trustees. This position is not represented by an exclusive representative and does not belong in a collective bargaining unit. Within the regular course of duties for this position, the employee will have access to and/or possess information relating to the district employer/employee relations. Confidential matters are not to be discussed by any confidential employee under any circumstances outside the district office. Infringement of this policy may result in immediate dismissal.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings moderate.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***