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**Position: Executive Assistant to the Superintendent  
(Non-Represented) AR 4351.4**

**Department: Superintendent's Department**

**Reports To: Superintendent**

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### **SUMMARY**

The Executive Assistant to the Superintendent provides highly responsible support for the Superintendent and the Board of Trustees. Serves as a liaison person between the Live Oak School District, Governing Board and the community at large.

### **NATURE AND SCOPE**

Under direct supervision of the Superintendent, performs a wide variety of complex and confidential administrative and secretarial support to the Superintendent and Governing Board; Communicating information on behalf of the Superintendent to schools and district staff, other districts, public agencies as the community.

### **DISTINGUISHING CHARACTERISTICS**

This position is not within the collective bargaining unit. Demonstrates a high-level competence in multiple skill areas. Serves as a member of district committees as appointed by the Superintendent.

### **ESSENTIAL TYPES OF DUTIES**

- Coordinates, prepares and disseminates the Board agenda and Board packet and archives the official record of all Board of Trustees meetings.
- Attends Board meetings and performs various secretarial and administrative duties for the Board (e.g. coordination/preparation of agenda, etc. for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to Board activities.
- Composes data from a variety of sources) e.g. Board agenda for meetings, various reports for district committees, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Composes correspondence independently on a variety of matters (e.g. letters, reports, statistical data, memos, bulletins, lists, etc.) for the purpose of communication information to school and district personnel, the community, state/local officials, etc.
- Coordinates a variety of activities and/or events for the Superintendent and/or Board (e.g. meetings, workshops, travel and accommodations, board agenda, district annual calendar, student hearings, etc.) for the purpose of ensuring availability of facilities and/or equipment.
- Maintains and tracks approval process for Board Policies and Administrative Regulations and sends new and revised policies and AR's to CSBA to input into GAMUT. Serves as the GAMUT liaison between the District and CSBA.
- Maintains and coordinates all paperwork related to the application and approval process for Inter-district attendance transfer requests (between districts) and Intra-district requests (within the district). Coordinates with the County Office of Education in cases of denial appeals. Ensures follow-up letters of approval/denial are sent as appropriate.
- Coordinate Calendar Committee. Update calendar for following year in English and Spanish. Publish and distribute attendance calendar.
- Maintains election records including certifications, oaths and affidavits. Ensure resolutions for election are filed in a timely manner with the County Elections Department.
- Process purchase orders for District Office supplies
- Maintain calendar for Superintendent.
- Track enrollment and processes class size overage payments.
- Attends to administrative details not requiring the immediate attention of the District Superintendent.
- Provides administrative assistance to the Superintendent or designee related to pupil personnel administrative discipline hearings.

- Coordinate distribution of CBEDS documents. Compile and submit final CBEDS data for schools and District.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- California Education Code, California Government Code, Elections Code, and other related laws; Brown Act and Robert's Rules of Order.
- Must be able to communicate effectively both written and oral
- Establish and maintain cooperative and effective working relationships with a variety of groups and individuals
- Work well under pressure and under the supervision of the Superintendent.

## **EDUCATION AND/OR EXPERIENCE**

Any combination of training and/or experience equivalent to the completion of approximately three years of college level course work, and/or three years of increasingly responsible experience providing advanced knowledge and skills in modern and efficient office procedures.

## **TERMS OF EMPLOYMENT**

Twelve month, full-time. Salary as defined in current Confidential Salary Schedule, AR 4351.3.

## **EVALUATION**

The Superintendent will evaluate performance of this position