

WISEBURN UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO SUPERINTENDENT

CONFIDENTIAL POSITION

DEFINITION:

Under direction, to serve as Secretary to the Superintendent and Office Manager, relieving the Superintendent of routine administrative and responsible clerical details; to perform responsible clerical work; to prepare agendas, minutes, reports and documents for schools and the Board of Trustees; organize and maintain files, and perform other duties as required to assist the Superintendent of Schools in the dual capacity as Chief Executive Officer of the organization and a Secretary to the Board of Trustees.

REPORTS TO: Superintendent of Schools

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant to the Superintendent is distinct from the classification of Executive Assistant in that there are roles and responsibilities unique to the Superintendent's Office and are not performed for other Cabinet members.

EXAMPLES OF DUTIES

- Uses word processing to assist the Superintendent with correspondence, agenda, agenda items and supplemental materials for the District Board of Trustees' meetings. E
- Maintains permanent files of Board meetings, actions and related documents and materials . E
- Takes and transcribes confidential dictation. E
- Types Board Minutes. E
- Updates District Board Policies and maintains policy books for Board members, schools and district office. E
- Maintains special confidential files. E
- Prepares correspondence independently on matters not requiring a personal response from the Superintendent or questions regarding policy. E
- Maintains District policy file and interprets policies to District personnel within scope of the office. E
- Gathers information and data from a variety of sources, compiles and prepares reports in memoranda, letters and other documents. E
- Opens, reads, and routes incoming mail and notes materials for Superintendent's attention. E
- Assists callers in person or on the telephone. E
- Answers questions, provides information, refers callers to appropriate staff members. E
- Serves as liaison between Superintendent's Office and the Da Vinci Charters.
- Keeps Superintendent's appointment calendar. E
- Provides support to Facilities Planning Office regarding civic center calendar for facilities and fields. E
- Prepares surveys (child care, parent, personnel, community, etc.) and compiles summary of information, as requested. E

- Coordinates and arranges travel and conference arrangements for the Superintendent and Board.
- Risk Management processing under direction of Chief Business Officer and Assistant Superintendent of Human Resources including general liabilities.
- Supports clerical needs of Cabinet, Administrative Council, and Board of Trustees.
- Performs related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- Modern office methods and practices, including filing systems.
- Receptionist and telephone techniques.
- Letter and report writing.
- Shorthand, Dictaphone, speed writing or other methods of dictation.
- District policies, rules, and regulations affecting the work of the Superintendent's Office. Common public relations courtesies, practices, and techniques.
- A second language, Spanish.

Ability to:

- Word process at a speed of 60 words per minute from clear copy.
- Take dictation at a speed of 100 words per minute and transcribe it accurately at a rate of not less than 30 words per minute on word processor.
- Learn specific rules, laws and policies regarding State and Federal projects in a timely manner, and apply them with good judgment in a variety of procedural matters. Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Meet the public and professional staff tactfully and courteously.
- Interpret and apply District Policies, laws, rules, and regulations within the scope of the office.
- Take responsibility and use good judgment in recognizing scope of authority.
- Gather information and compose correspondence independently.
- Take notes at meetings and conferences and transcribe to clear and concise reports. Work independently with confidential records and materials.
- Perform basic business functions and make arithmetic calculations
- Speak, write, and understand Spanish.
- Operate computers and standard office equipment
- Maintain confidentiality and an advanced level of discretion.

Experience:

Five years of broad, varied and increasingly responsible clerical or secretarial experience comparable to the duties listed above, preferably in the field of public education. College education may be substituted on a year for year basis for up to two years of the desirable experience.

Education and/or Licensure:

A high school diploma or its equivalent including or supplemented by secretarial course work. A high school diploma desired.

WORKING CONDITIONS**Environment:**

Office environment, subject to constant interruptions.

Physical Abilities:

Vision (which may be corrected)	to see small print and maintain records
Hearing (Which may be corrected)	to communicate with staff, to talk on phone
Speech	to communicate with staff, to talk on phone
Dexterity of hands and fingers	to operate office equipment
Sitting for prolonged periods of time	to perform required duties
Bending at the waist	to pick up office materials/equipment
Strength	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.

Revised: December, 2021

Approved: 08/17/2022