WESTERN PLACER UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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

SUMMARY: The Executive Assistant works under the direction of the District Superintendent and is responsible for highly confidential information and data. They must be highly proficient, professional, and accurate in their duties as Executive Assistant.

The Executive Assistant is 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as Executive Assistant to the District Superintendent and the Board of Trustees
- Takes notes for letters, reports, and memoranda and accurately transcribes and notes areas requiring personal action
- Answers correspondence independently, maintains correspondence files
- Maintains the Superintendent's appointment calendar, greets and coordinates the Superintendent's callers. Receives the Superintendent's telephone calls and greets visitors to the Superintendent's office
- Receives/handles emergencies, complaints or inquiries directed to the Superintendent or refers the matter to the appropriate department for resolution, often transmitting confidential or controversial information
- Receives and screens Superintendent's and Board of Trustees mail, handles routine items as needed, follows up on items requiring action
- Establishes, maintains, and updates administrative and confidential files
- Responsible for the development, preparation, publishing and distribution of the Board agenda and minutes by utilizing an electronic agenda program
- Attends board meetings, taking and preparing minutes; notifies board members and other concerned individuals regarding board meetings
- Maintains files and records of board actions and resolutions, maintains official board minutes
- Responsible for arranging meetings, conferences, travel, and other arrangements for Board of Trustees, Superintendent and other employees as needed
- Preparation and maintenance of the annual Board meeting calendar
- Is responsible for preparation of Administrative Management Meetings, preparing agendas and materials, taking minutes and distribution of same.
- Prepares, duplicates, and files materials relating to negotiations and employer-employee relations
- Compiles and prepares reports in accordance with oral and written instruction
- Distribution, collection and follow-up of County required Statement of Economic Interests (Conflict of Interest/FPPC Form 700) forms for the Superintendent, Board, site and District Administrative Personnel
- Assists and submits Oath of Offices for newly elected Board Members to the Secretary of State and Placer County
- Prepares and submits the Registry of Public Agencies Form 405
- Prepares and submits Officeholder and Candidate Campaign Statements Form 470

- Researches records and obtains information from offices and agencies as necessary to carry out assigned duties
- Attends meetings and conferences, as assigned
- Reviews/Manages GAMUT and Manual Maintenance of Board Policy and Administrative Regulation review with the Superintendent and appropriate staff to support the adoption/revision process.
- Acts as office manager for the District Office which includes directing and coordinating the work of other administrative support employees, scheduling of time off and coordinating substitutes, conference room scheduling and all work orders pertaining to the need of the proper function of the WPUSD district office
- 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 appeals and providing information to Placer County Office of Education when requested
- Prepares special plaques and Certificates of Appreciation on behalf of the Board of Trustees and the Superintendent and dissemination of District celebrations with departments
- Assist, Coordinates and prepares District Master calendar
- Prepares monthly enrollment reports
- Assists in the recruitment of administrative personnel by processing, arranging for interviews, and keeping records on all communication from applicants
- Coordinates the preparation and updating of district forms
- Manages sections of the District website to ensure public access to information, resources, etc.
- Coordinates and prepares the Annual Parents Rights information
- Acts as Notary Public or obtains Notary Public services for the district as needed
- Performs other related duties as assigned

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 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 the 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.

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.

Board Approved 3/19/19
Revised 6/20/23