



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** EXECUTIVE ASSISTANT  
**REPORTS TO:** Department Director **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 144 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES: November 18,2021**

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#### **JOB SUMMARY:**

Under general supervision, perform secretarial and administrative support services for the Directors of Special Education, Student Services, and Technology departments; and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this classification are distinguished from other secretarial and office support classifications by the greater variety, breadth and scope of duties assigned and the degree of latitude required in making routine administrative decisions. Positions are also distinguished by the greater proportion of time spent performing secretarial support duties, and higher level of responsibility for public contact and problem solving.

#### **ESSENTIAL FUNCTIONS:**

1. Perform a variety of secretarial, complex clerical and support functions assisting the Director with routine administrative matters as appropriate.
2. Screen visitors and telephone calls, and provide information to staff and the public on department policies and procedures.
2. Type student forms, requisitions, purchase orders and related administrative documents.
3. Prepare letters, memoranda, reports, flyers, and newsletters using Microsoft Office software and Google Docs.
4. Prepare department agenda items for submission to the Board of Trustees.
5. Attend department meetings and prepare meeting minutes, and take dictation as needed.
6. Review correspondence directed to the department director and draft routine correspondence, and prepare inter-office memoranda.
7. Maintain appointment schedules and calendars; arrange meetings; notify participants; prepare meeting agendas; take meeting minutes; and take follow-up actions subsequent to meetings.
8. Prioritize and monitor work to ensure timely completion.
9. Maintain department records and files, and ensure all required official and legal documents are received and completed properly.
10. Check, reports, records, forms and other document for accuracy, completeness, and conformance with school district standards.
11. Act as liaison for director with District, school, staff, parents, and the community.
12. Maintain confidential employee/student records.
13. Manage and ensure department absence statements/timesheets are received and submitted to Payroll Department according to establish deadlines.
14. Perform other related duties as assigned.

#### **In Special Education Department:**

- Responsible for maintaining the monthly attendance records and sign-in sheets for director, program specialists, psychologists, speech therapists, workability staff, home/hospital teachers; for distributing monthly warrants; for providing orientation and check-out clearance of home/hospital teachers throughout the school year as they are hired; for distribution of the special education mailings to families; for payments of stipends; for operating the base station for communications to administration and to emergency and/or police contracts; and for the distribution of mail.

- Serve as a liaison to teachers, school staff, students, parents and general public regarding general and specific information on the policies, procedures and activities of the Special Education.
- May serve as secretary to committees preparing agenda and minutes; record minutes for Department Head meetings.
- Maintain and organize all confidential students IEP folders.
- Maintain and organize all forms for Special Education summer school; organize all transportation needs for all new and incoming students; and send out necessary paperwork for signatures to staff and parents.
- Assist the summer school secretary; responsible for distributing and receiving all summer school information; and assist with Director on summer school classes, organize staff interviews and follow with notification of assignments to students and teachers.
- Assist in coordinating work of Director, program Specialists, Workability staff.
- Coordinate main office staff, sign-in payroll and staff attendance procedures, mailboxes and general main office activity.
- Review correspondence directed to the department director and draft routine correspondence and prepare inter-office memoranda.
- Maintain a variety of administrative and confidential files and records; and ensure all required official legal documents are received and completed properly.
- Request student records from other districts for all new students and send out files for students who have moved to other districts.
- Coordinate all home teaching assignments with counselors, parents, and teachers; maintain home teaching hours; and provide reports to Fiscal Services.
- Create Personnel Action Form (PAF) and Position Information Tracking System (PITS) for all Special Education classified and certificated employees.
- Coordinate all student incoming and new transportation needs with the Transportation Department; and prepare check request for bus pass orders.
- Communicate with schools and Attendance and Welfare Department to provide school placement information.
- Assist with IEP set up for Director of Special Education and other staff regarding expulsions, placements, student progress, and communication with special education teachers.
- Coordinate student meetings and confidential information needed with County Mental Health.

**In Student Services Department:**

- Schedule discipline Incident Review Conferences (IRC) at various schools.
- Assist in the pre-evaluation of discipline documents, advise administrators, and prepare packets for IRC.
- Coordinate with Special Education Department in terms of students' discipline issues.
- Coordinate referrals to Independent Studies, e-College, Substance Use Program, Alternative to Suspension, and VAPE program.
- Prepare and track referrals to the County facilities.
- Responsible for preparation of expulsion packets for Board review.
- Post expulsion and probation information into Student Information System (AERIES).
- Contact person for police, probation department, and other public agencies.
- Assure timely communications among supervisor, staff, students, parents, and the public.
- Prepare and submit transportation requests, conference requests, parent conference reports, and other forms and reports pertinent to the assignment.
- Maintain and distribute Free and Reduced Lunch bus passes.
- Act as liaison for the District foster and homeless youth.
- Assist with transcript analyses for foster, homeless and incarcerated youth.
- Provide work direction and guidance to temporary employees, as assigned.

**In Technology Department:**

- Perform a variety of technical duties as assigned by the Director of Technology.
- Assist with school site emergency requests.
- Provide District-wide technology support.

- Assist Administrators, Technology Coordinators, Support Specialist Technicians, Site Accounting Technicians and Student Data Analysts, as needed.
- Maintain automated record-keeping and reporting related to assignment, work orders and schedules of Technology Services staff; and maintain expense records for Technology Services Department and operations accounts.
- Prepare and submit required forms to the schools and libraries to facilitate and receive e-rate discounts for telecommunications and Internet Access Services.
- Maintain budgetary and fiscal records and prepare report summaries.
- Compile information for preparation of the department budget, and monitor budget expenditures.
- Communicate with vendors to gather quotes for Districtwide Technology orders, and renew annual contracts with vendors.
- Communicate with District staff regarding technology support work order requests, initiate and assign work orders.
- Manage District cell phones devices, iPads, and Hotspots.
- Prepare and submit state forms for service discounts with DAS California Teleconnect Fund with the California Department of Education.

**Employment Standards:**

- Incumbent must be able to perform essential functions above plus assigned department duties with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- A.A. degree or equivalent required.
- Two (2) years of executive secretarial experience.

**KNOWLEDGE OF:**

- Secretarial and clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and procedures and the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.
- Word processing, spreadsheet and data base software.
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Business mathematics and basic statistical techniques.

**ABILITY TO:**

- Understand and communicate the role, services and functions of the school program.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator.
- Operate standard business machines including a computer and business software.
- Take dictation using short hand, speedwriting or Dictaphone.
- Accurately typing/word processing at a rate of 50 WPM.
- Establish and maintain effective relationships with those contacted in the course of work.
- To remain calm and patient in stressful situations.

- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

- Ability to read hand-written and fine printed materials.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, copier and related office equipment.
- Ability to move from desk to cabinets and files within a department.
- Ability, reach, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Ability to sit for extended periods of time.
- Ability to work in a busy office environment with constant interruption
- Ability to work in a moderate noise level in working environment.

**LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District’s pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all

Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.