



SAN MATEO UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL JOB DESCRIPTION

JOB TITLE: EXECUTIVE COORDINATOR TO THE DEPUTY SUPERINTENDENT OF HUMAN RESOURCES AND STUDENT SERVICES

REPORTS TO: Deputy Superintendent of HR & Student Services **SITE:** District Office

CLASSIFICATION: Confidential **WORK YEAR:** 12 MONTH

SALARY: Range 350 – Confidential Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under the direction of the Deputy Superintendent Human Resources and Student Services, the Executive Coordinator serves as the assistant to the Deputy Superintendent and Director of Student Services managing the administrative functions and details of the Deputy's office in the areas of Human Resources and Student Services, by performing skilled and complex administrative support work. The position participates in planning, organizing, and scheduling meetings & events related to the scope of assigned responsibilities which includes the District's connection with the community. Transmits information, decisions, and directives; receives and attempts to resolve complaints/problems; maintains Deputy Superintendent's calendar and general, confidential and special files used by the Deputy Superintendent; receives, screens, prioritizes, routes and/or handles the Deputy Superintendent's mail, assisting in responding promptly to correspondence, phone calls, requests for information, etc. This position assists, collaborates, and provides backup to all support staff in Student Services and provides administrative assistance to the Director of Student Services as needed. This position takes and transcribes dictation as needed; performs note taking for negotiation sessions, performs highly complex and responsible administrative projects that are legal or of a confidential nature; monitors and reconciles budgets as assigned; provides assistance to the Superintendent's office in matters of community relations; supervises assigned staff; and performs other related duties as assigned.

This position is distinguished from the Administrative Assistant I and II classifications by the nature, scope and complexity of the work which requires the direction, assignment and coordination of multiple department members, including administrative support to a senior level school district official. Requires a familiarity of professional development, and a higher degree of proficient communication, secretarial, managerial, organizational and analytical skills; requires knowledge of the operations, policies, functions, and organizational relationships within the District Office. The work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks. Requires close involvement with the negotiation process with all employee units. Involves interaction with a wide variety of information on a strictly confidential basis and involves constant contact with employees, students, parents, the public, and agencies. The position requires attendance at assigned public meetings/events outside of established working hours.

ESSENTIAL FUNCTIONS:

1. Serves as liaison for the Deputy Superintendent & Director of Student Services with District and school staff, parents, the community, and public and private agencies.
2. Directs and assigns the work of assigned staff.
3. Plans, organizes and assists with employee relations, orientations, and related functions.
4. Trains employees in work procedures and standards.
5. Coordinates interview committees and schedules interviews when cabinet, council administrator and management positions become available.
6. Coordinates District professional development and training workshops for certificated, classified, confidential, and management.

7. Coordinates with the comprehensive human resources program, including selecting, training, motivating and evaluating assigned staff.
8. Coordinates and develops procedures to expedite transmittal of information.
9. Checks reports, records, forms and other documents for accuracy, completeness, and conformance with District standards.
10. Prepares data and provides assistance for negotiations and provides administrative support at all negotiations (CTA, CSEA, AFSCME and AFT).
11. Note taker at all negotiations for the CTA, CSEA, AFSCME, and AFT unions.
12. Assists with the coordination and implementation of all collective bargaining agreements.
13. Assists with responses related to complaints and grievances from employees, parents, students and members of the public.
14. Assists in the activities of the various District committees.
15. Prepares Board agenda materials for Human Resources and Student Services.
16. Assists in the management, implementation and evaluation of the District's Student Services program.
17. Assists updating, revising, and creating of policies and administrative regulations.
18. Assists with the oversight of the District's Technology Department.
19. Responds, calculates, and maintains employee catastrophic leaves requests.
20. Independently or in accordance with general instructions, composes correspondence on a wide range of subjects.
21. Attends meetings to provide administrative support; and may serve as administrative support to committees.
22. Maintains material of a highly confidential and sensitive nature.
23. Assists in the coordination of the Employee Wellness Program.
24. Coordinates special projects and makes registration/travel arrangements related to conference or other meetings and functions.
25. Serves as the back-up for the Administrative Assistant to the Superintendent, including preparation and note taking at Board meetings.
26. Attends public Board meetings as requested.
27. Responds to written and verbal requests for information; and transcribes dictation as needed.
28. Coordinates and reconciles budgets as assigned, etc.
29. Acts as a back-up for the Human Resources Information System (CECC) as needed for the Human Resources Department.
30. Coordinates and maintains the Time and Attendance system for employees of HR, Student Services and site Administrative Assistants.
31. Coordinates, collaborates, and provides backup to all support staff in Student Services.
32. Acts as a back-up for coach clearances for the District's extra and co-curricular programs.
33. Prints and distributes Family Passes for the District's athletic programs and keeps log and distributes PAL passes to District employees.
34. Assists with the preparation of compensation and reclassification studies.
35. Creates and coordinates employee recognition and celebrations.
36. Coordinates, to Public Records Information Requests.
37. Provides administrative assistance to the Director of Student Services as needed.

EMPLOYMENT STANDARDS:

- Incumbents must be able to perform the essential functions above 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, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Associate Arts degree or equivalent or advanced level coursework in the secretarial field.
- Five (5) years of senior-level secretarial experience including the exercise of independent judgment, preferably within a school district.

Desirable Qualifications:

- Related experience in a school or in a central administration office setting.
- Knowledge of laws and regulations, governing a school district.

KNOWLEDGE OF/ABILITY TO:

- Type accurately at 65 words per minute.
- Secretarial practices and procedures.
- Office administrative and records management techniques and procedures.
- Correct English usage, spelling, grammar, punctuation, and the ability to communicate.
- Plan, organize and schedule meetings and events.
- Financial instruments.
- Effective public relations skills.
- Effectively communicate with administration, staff, students, parents, media, and community.
- Microsoft Word, Excel, PowerPoint Office, and Adobe Acrobat software.
- Monitor and reconcile office budgets.
- Compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan and organize work.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Analyze situations accurately and adopt effective courses of action.
- Communicate effectively both verbally and in writing.
- Maintain a variety of complex business records and files.
- Research information from a variety of sources and prepare reports.
- Compile and analyze data, and prepare reports and other materials.
- Maintain an efficient and neat work space.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and determine appropriate course of action within clearly defined guidelines.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- 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 DEMANDS/WORKING CONDITIONS:

- Ability to sit for long periods of time.
- Ability to read fine print.
- Ability to hear telephone conversation.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, typewriter, copier and related office equipment.
- Ability to move from desk to cabinets and files within a department.
- Ability to sit for extended periods of time.
- Ability to lift up to 20 pounds.
- Ability to tolerate moderate noise level in working environment

OTHER REQUIREMENTS:

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- 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.