

Washington Union School District
Job Description
Executive Administrative Assistant /HR

Classification: Confidential
Salary Range: \$47,606-\$63,811
Work Year: 12months (261 days)

Job Definition:

Under the direct supervision of the Superintendent, the Executive Administrative Assistant provides a wide variety of complex confidential administrative secretarial support. Communicates information to school and District staff, other districts, and federal, state, and public agencies. Maintains all personnel records and limited financial records and acts as a liaison between Superintendent and staff and the public to provide information.

Supervisor:

Superintendent

Qualification Requirements:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Essential Duties (Include but Not Limited To):

- Follows and maintains knowledge of all District policies and procedures.
- Perform secretarial, clerical and receptionist duties with a minimum of supervision. Must be able to work with frequent interruptions, in person and by telephone.
- Schedules and maintains the Superintendent's calendar.
- Prepare Board Agendas, attend Board meetings if required, maintain Board minutes, and make copies of Board Policy updates and distribute to appropriate staff.
- Respond to Public Records requests.
- Responsible for records, mailings and communications to MCOE, staff and parents regarding approval/denial of inter-district transfers.
- Compiles updates forms and mailers for all Back To School forms.
- Prepares all materials and information for Back to School Breakfast and trainings prior to the each school year

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Essential Duties

- Responsible for job postings and preparation of interview paperwork for the selection process of hiring new certificated, classified and management employees.
- Maintains employment and termination paperwork for employees and substitutes.
- Maintains active substitute files and updates school secretaries.
- Record and maintain fingerprinting and TB test verification for all employees and volunteers.
- Verifies credentials for certificated and substitute staff.
- Establish trainings for compliance of Mandated Reporter, Blood Borne Pathogens, Child Abuse, and other mandatory requirements.
- Meet with and complete new hire paperwork for new employees.
- Maintain accurate Seniority List for certificated and classified employees.
- Maintain accurate employee files.
- Notify certificated staff of tentative assignments for new school year.
- Provide assurance notices to all classified and substitute employees.
- Send all certificated contracts and classified employees assignment information and receive signed contract agreements.
- Liaison for Drug and Alcohol testing.
- Distribute and verify receipt of Collective Bargaining Agreements to all employees
- Maintain accurate data base entries for all areas of responsibility as required.
- Prepares appropriate forms authorizing payroll actions for employment, termination, change in status, tax and insurance deductions, leaves without pay.
- Reconcile all Workers Comp claims at end of year.
- Maintain Affordable Care Act (ACA) information and records.
- Provide information on health benefits and process Open Enrollment documents for employees.
- Receive and verify all Free Lunch and Free Bus forms and notify schools and parents of qualification.
- Custodian for the District's Revolving Bank Account, reconciliation, and reimbursement of funds.
- Responsible for District's Fall 2 and End of Year CALPAD Certifications.

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Other Related Duties:

- Maintain district website as it relates to duties of the Superintendent and Human Resources.
- Participate in available training to meet new safety and/or technology standards.
- Attend county meetings related to assignment.
- Perform other related duties as assigned by the supervisor.
- Collect and submit the quarterly Multiple Worksite Report.
- Participate in cross-training to support other positions.

Physical Effort and Work Environment:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels.)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally push and/or pull a variety of tools, equipment or objects weighing 40 or more pounds with assistance.
- Work in an indoor environment.

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Required Qualifications:

Education:

- Associates Degree (AA) or higher or an equivalent from a two year college or technical school or minimum of three years of experience in an executive support or equivalent combination of education, experience and/or training.

Experience:

- Combination of training and experience equivalent to three (3) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education or public service, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.
- Must have word processing, spreadsheet, and presentation software training and be able to generate reports, develop correspondence, and create presentations for meetings and workshops.
- Experience and use of email systems, voice mail, and internet applications.
- Training and experience in keyboarding, personal computer literacy, general clerical operations, and general accounting practices.
- In use of modern office methods, procedures, and equipment, financial and other record keeping systems, receptionist and telephone techniques.
- Working in an office, preferably in public education or public service.
- Utilizing proper discretion in dealing with and handling confidential matters and information.
- Understands, and maintains cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds.
- Must have advanced English usage in spelling, grammar, punctuation, and report and/or correspondence writing.

Knowledge of:

- Basic English usage, spelling, grammar, punctuation, and report and/or correspondence writing.
- Computer software application in word processing, spreadsheet, desktop publishing, database, and presentation software.
- Methods and practices of accurate record keeping (financial and budget) including mathematics, electronic spreadsheets, and efficient filing systems.
- Source documents and data entry verification
- Basic accounting practices, rule, regulations, standards of the office, the District, and the State of California.

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- Time management / organizational skills.
- California State Education Code, Board Policies, Collective Bargaining Agreements.
- Strategic and analytical thinking skills with an ability to solve problems and make decisions.
- Internet, web page authoring tools such as MS-Publisher
- Knowledge of collective bargaining process, laws, and collective bargaining agreements.

Ability to:

- Must be flexible and able to change projects or priorities on a frequent basis.
- Understand issues of a confidential nature and use sound judgment and maintain confidentiality.
- Perform under demanding and varied work schedules, with the ability to remain flexible and focused during interruptions and distractions.
- Understand and carry out assigned work with minimal supervision.
- Take responsibility to use good judgment in recognizing scope of authority.
- Maintain and control multiple tasks/projects simultaneously with interruptions.
- Maintain accurate and neat records, general and statistical reports.
- Maintain patience and tolerance when working with “difficult individuals.
- Use an alpha/numeric keyboard and standard office equipment effectively with reasonable rate of speed and accuracy to successfully complete assignments.
- Compose letters and reports from oral or written instructions.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Learn, plan, formulate and execute federal, state, district and departmental policies, procedures and directives, in accordance with assigned duties.
- Read, understand, interpret, apply and follow laws, rules regulations, processes, policies, and methods of the office, the District, and the State of California.
- Use initiative and judgment in discussing problems with the public and district staff, involving District practices and policies.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

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Ability to:

- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers and the community.
- Communicate effectively in the English language, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and follow complex oral and written directions
- Maintain regular attendance and punctuality.

Desirable Qualifications:

- Bachelor's Degree or higher or an equivalent degree.
- Previous experience in a school district or governmental entity.

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to assignment).

Approved by: WUSD Board of Trustees

Date: 1/11/2017

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