



Romoland School District

JOB DESCRIPTION

EXECUTIVE ASSISTANT (CONFIDENTIAL)

DEFINITION:

Under the direction of the Superintendent, serves as the Executive Assistant to the Superintendent and Board of Trustees in the performance of highly complex assignments with a high degree of skill and quality of work. The position coordinates the support services of the Superintendent's Office and serves as liaison between the Superintendent, Board of Trustees, district management staff, other district employees, and the community. The position also relieves/supports the Superintendent of administrative detail; interprets Board Policy and Administrative Regulations, represents the district at meetings and conferences, as well as other duties when required. The employee must also promote a strong working relationship with district office and school site staff and demonstrate the traits of confidentiality and trust as they pertain to matters affecting the District and its students, parents, and staff. This is a designated confidential position.

EXAMPLES OF DUTIES and RESPONSIBILITIES:

- Perform a variety of executive tasks that result in the smooth operation of the office of the Superintendent.
- Screen, route, and respond to routine communications and correspondence.
- Prepare, format, edit, and proofread written materials, type and prepare memos, and operate a variety of office equipment.
- Review the accuracy of outgoing correspondence and materials prepared by other staff while under the direction of the superintendent.
- Coordinate and prepare agendas for all meetings of the Board of Trustees and insure the timely distribution and posting of the agenda prior to each meeting
- Attend and serve as recording secretary at all regular and special meetings of the Board of Trustees.
- Organize and maintain the official minutes of the meetings of the Board of Trustees.
- Coordinate the distribution of Board adopted resolutions, board policies and regulations, and other legal documents.
- Coordinate travel and conference arrangements for the Superintendent and members of the Board of Trustees at meetings and conferences, including transportation, housing, and itineraries.
- Assist and support the Superintendent and Board of Trustees in a variety of tasks and serve as liaison between the staff, Superintendent, and Board members.
- Maintain a complex filing system (hard-copy and computer based) compliant with state law and district policy that allows for efficient recovery of needed documents.
- Assist the Superintendent with local Board elections.

EXAMPLES OF DUTIES and RESPONSIBILITIES: (continued)

- Insures proper referral of all suggestions and requests for information from community and staff.
- Handle difficult situations under stressful conditions using tact, poise, and maturity.
- Maintain a positive working relationship with the Board of Trustees, staff, and the community.
- Work collaboratively with Assistant Superintendent, directors, school principals, assistant principals regarding implementation of responsibilities and duties.
- Perform computer skills to effectively complete job functions.
- Perform difficult and responsible work with accuracy and speed.
- Use correct spelling, grammar, and punctuation.
- Perform arithmetic calculations.
- Demonstrate organizational skills.
- Prepare and maintain departmental and categorical program budgets; monitor, control and authorize expenditures according to established guidelines.
- Prepare applications and reports; monitor various compliance and legal requirements as they relate to educational services programs.
- Work effectively with other office personnel to ensure a quality-oriented, service-based, highly effective office environment.
- Maintain district office calendar of events for the Superintendent and Board of Trustees.
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from high school; baccalaureate degree preferred.
- Sixty (60) unites of college level training (desirable), preferably in office management or administration

DEMONSTRATED KNOWLEDGE:

Considerable knowledge of computers and software applications, modern office machines, practices, methods and procedures; appropriate English language skills including spelling, grammar, punctuation and arithmetical concepts; knowledge and understanding of State Education Code and School Board Policies.

DEMONSTRATED SKILLS/ABILITIES:

- Ability to effectively prioritize tasks and maintain a high level of office organization.
- Perform high quality secretarial, clerical and written work.
- Communicate effectively both orally and in writing.
- Understand and prepare a variety of written communications for a variety of audiences including the Board of Trustees, management team, outside agencies, and school site staff.
- Proficient use of computers, internet, and software applications including Excel, MS Word, Power Point, and Google docs.
- Understand and carry out oral, written and multi-task directions.
- Perform a variety of tasks requiring both short and long term deadlines while maintaining a highly professional demeanor; work on more than one task at a time; concentrate on current task in spite of distractions and interruptions in an active, busy environment.
- Demonstrate a high level of interpersonal skills while developing and maintaining excellent working relationships.
- Respond effectively to staff, parents, and the public, regarding request and complaints, including emotional issues.
- Promote the District, its programs and services, students, staff, and families in a positive way.
- Lift and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials.
- Sit for sustained periods of time.

EXPERIENCE:

Five (5) years of increasingly responsible broad and varied secretarial/office experience as related to examples of duties and responsibilities. Two (2) years (48 semester units or 72 quarter units) of college-level secretarial or clerical training may be substituted for two years of the required experience. School district or public agency experience highly desirable.

LICENSES and/or CERTIFICATES:

- Possession of a valid California Driver's license may be required.
- Official dated certificate validating a typing speed of not less than 65 corrected words per minute (not valid if older than one year prior to date of application)
- TB clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL DEMANDS and WORKING CONDITIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to operate a computer with keyboard and monitor for sustained periods of time with speed and accuracy.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials.
- Able to carry up to 35 pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to maintain regular, steady attendance.
- Indoor office setting; exposure to usual office sounds; office dust; and possible odor of perfume, deodorizer or disinfectives.

Employment Category: Confidential Management Position

Work Year:
247 Days

Board Approved: 6/28/2015