

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - SUPERINTENDENT & BOARD

BASIC FUNCTION:

Under the direction of the Superintendent and the Board of Education, perform complex and confidential administrative support duties to relieve the Superintendent and the Board of Education of a variety of clerical and administrative procedural details; plan, organize and coordinate and office activities and flow of communications and information for assigned administrators; serve as a liaison for administrators and communicate with District personnel, parents or community members.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex and confidential administrative assistant support duties to relieve the Superintendent and the Board of Education of a variety of clerical and administrative procedural details; provide support to Superintendent in developing new strategies, concepts and initiatives for professional growth for administrators and student achievement; maintain confidentiality of privileged and sensitive information; assure smooth operations of an assigned office.

Plan, coordinate and organize office and department activities and flow of communications for an assigned office; serve as a liaison for the Superintendents office and communicate with District personnel, parents or community members; coordinate communications between administrators and other District staff and the public; collaborate with other administrative units to assure compliance with timelines pertaining to requests from Superintendent and Board of Education for information data.

Communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures; apply extensive knowledge of District policies and exercise independent judgment; interpret policies and regulations to officials, staff and the public; expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications.

Prepare and coordinate materials for Board meetings; type and prepare Board correspondence, documents, resolutions, notices and reports; assist in the development of Board policies and administrative regulations; record, transcribe and distribute minutes; update Board records, statements, documents and reports for appropriate personnel.

Complete and file required State, County and federal legal documents pertaining to the Board of Education.

Research and compile information and compute statistical data for federal, State and District reports, and special projects as assigned.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing administrators by phone and written communication; communicate with outside organizations including City, County and State

officials.

Respond to inquiries from the public, Board Members and staff regarding Board policies, procedures, minutes, historical references and Education Code regulations; maintain historical files.

Assist in preparing and maintaining budgets for the Superintendent's office and the Board of Education; monitor expenses and balance budgets; maintain the Superintendent's office petty cash and petty cash reimbursements in accordance with established District policies and procedures.

Prepare, maintain and account for personnel attendance records and reports as assigned; prepare regular payroll reports with Superintendent's authorization and submit to the payroll department.

Compose correspondence independently on a variety of matters including those of a confidential nature; review incoming confidential correspondence and summarize contents for administrators; compile and type various emails, letters, forms, reports, presentations, contracts, memoranda, bulletins, newsletters, notices, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Order supplies and materials; prepare purchase orders and budget transfers; assure adequate forms and supplies to support office operations; input requisitions and submit work orders.

Coordinate and schedule various appointments, meetings, school site visits and conferences; make travel arrangements; reserve conference rooms and facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate administrators' calendars; prepare and disseminate calendar of events; coordinate special events and activities for administrators; arrange for guest speakers.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Input a wide variety of data into an assigned computer system; prepare reports and files including those of a confidential nature; prepare and maintain a variety of complex lists and records related to assigned duties; establish and maintain filing systems; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Perform special projects and prepare various forms and reports on behalf of the Board of Education and the Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the administrator's area of responsibility and assigned programs.

Assist with Board of Education elections; distribute candidate information packets for Registrar of Voters; assure proper signatures on oaths.

Train and provide work direction to others as assigned.

Travel to various locations to attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings according to established procedures; serve on committees as assigned.

Operate a variety of office equipment including a copier, printer, fax machine, scanner, a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administrative office practices, procedures and equipment.

Telephone and public relations techniques/etiquette.

Policies and objectives of assigned program and activities.

Applicable Ed Codes, Board policies, laws, policies and procedures including the Brown Act and Roberts Rules of Order.

District Board policies and administrative regulations including elections procedures.

Record-keeping and report writing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a variety of office equipment, a computer and assigned software.

Methods of researching, collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Financial and statistical record-keeping.

Basic math, financial and statistical record-keeping.

Basic budget monitoring and control.

Event planning techniques.

ABILITY TO:

Perform complex and confidential administrative support duties to relieve the Superintendent and Board of Education of clerical and administrative procedural details.

Plan, coordinate and organize an assigned office department activities and communications.

Prepare and process documents and information relating to Board meetings.

Coordinate communications between administrators, personnel, parents, students and the public.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Work independently with little direction.

Compose correspondence and written materials.

Type or input data at an acceptable rate of speed.

Understand and resolve issues, complaints or problems.

Maintain confidentiality of sensitive and privileged information.

Determine appropriate action within clearly defined guidelines.

Organize and summarize discussions and actions.

Coordinate office activities and communications.

Make arrangements for meetings, travel and conferences.

Coordinate schedules and make changes as needed.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with students, parents, staff

and administrators.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Complete work with constant interruptions.

Train and provide work direction to others.

Maintain and update complex records and files.

Receive and transcribe confidential dictation.

Research and verify data.

Assist with budget preparation and financial record keeping.

Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

Add, subtract, multiply and divide quickly and accurately.

Plan and organize work.

Meet schedules and timelines.

Coordinate meetings and special events.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business, administrative professional or related field is desired.

Experience: Seven years of increasingly responsible secretarial or administrative support experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Work involving variable and evening hours.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Hearing and speaking to exchange information in person and on the telephone.

Reaching overhead and above shoulders to access materials.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.