

## CARDIFF SCHOOL DISTRICT

# EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

### DEFINITION:

Under the direction of the Superintendent; performs a variety of highly complex, independent administrative and secretarial duties in support of the Superintendent's Office; serves as recording secretary to the Board of Education; coordinates, organizes and performs complex administrative functions related to certificated personnel, classified personnel, and special education compliance; provides communication and coordination of information and activities as directed.

### TYPICAL DUTIES:

- Acts as the executive and confidential secretary to the Superintendent and Board of Trustees
- Attends Board meetings and performs administrative assistant duties for the Board, including coordination and preparation of agenda and supporting materials
- Takes notes and prepares minutes following Board meetings
- Maintains and updates Board policy manuals
- Serves as Custodian of Record, maintaining files of official Board minutes, resolutions, and appropriate attachments
- Articulates District policy and procedures and conveys information regarding District programs and functions; makes decisions on procedural matters within the scope of the position's responsibilities
- Provides guidance and acts as a resource person to school site secretarial staff; relays concerns and initiates follow-up
- Coordinates calendars for the Superintendent and Board; receives, sorts, routes and responds to mail; schedules appointments, meetings, and travel; facilitates logistics for large-scale events as needed
- Receives visitors and telephone calls from the public, staff, parents, and students; exercises judgment in providing information, referring to an appropriate staff member, or scheduling an appointment with the Superintendent
- Assists the Superintendent and the Board by effectively communicating in a timely fashion with staff, parents, and the community, using the communication and technological tools available (website messaging, email messaging, etc.)
- Transmits confidential, controversial, or sensitive information involving contacts with a wide variety of individuals, including the District's legal representatives and the media
- Performs special projects, researches and prepares various forms and reports on behalf of the Superintendent; attends to administrative details on special matters as assigned
- Designs and implements systems to maintain complex files and records
- Attends a variety of meetings; takes, prepares, and distributes minutes as appropriate
- Performs clerical and technical tasks associated with recruitment and employment of staff
- Prepares all job vacancy postings and posts with appropriate agencies; sets up interviews

- Prepares and reviews pre-employment documents, employee orientation, and mandated trainings
- Receives Criminal Offense Record information (background checks) from the Department of Justice for applicants for employment
- Schedules pre-placement examinations for new employees and receives results
- Establishes and maintains confidential employee personnel files
- Enters employee position information in personnel system
- Completes forms for classified employees PERS qualification and sends out notification letters to employees that become PERS/STRS eligible
- Assists with verification of employment for District employees and substitutes
- Assists with tracking credential renewals
- Prepares seniority lists in preparation for layoff
- Receives and processes Workman's Compensation claims, including scheduling of initial doctor's appointments
- Conducts audits/reports as requested by San Diego County Office of Education and as needed
- Assists the Superintendent in gathering information and preparing materials for negotiation sessions
- Prepares and distributes collective bargaining contracts and salary schedules
- Develops and produces the school district calendar and employee holiday calendar
- Performs clerical and technical tasks associated with District special education compliance Maintains special education files
- Reviews IEP data to verify accuracy in the Special Education Information System
- Prepares State pupil count for special education
- Prepares contracts/performance agreements for transportation and related services for special education students
- Prepares and tracks Memorandum of Understanding (MOU) agreements with other school districts
- Processes Inter-District Transfer application requests and maintains records of approved applications
- Coordinates Facility Use Requests for outside use of District facilities
- Update changes to the Annual Notification reflecting current State/Federal laws; provide for distribution to all staff and families
- Assists in the collection of Developer Fees
- Assists with California Public Records Act requests
- Performs related duties as assigned

**KNOWLEDGE OF:**

- District policies, laws, rules, and regulations related to functions of the Superintendent's office
- Function and secretarial operations of an administrative office
- Function of District departments and programs
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills

- Agenda preparation and distribution techniques
- Interpersonal skills using tact, patience, and courtesy
- Receptionist and telephone techniques and etiquette
- Letter and report writing, editing, and proofreading
- Data management
- Storage and retrieval systems
- Operation of a variety of office equipment, including a computer and assigned software and tech tools

**ABILITY TO:**

- Effectively perform a variety of independent, highly responsible and complex clerical, technical, and administrative support services
- Assist the Superintendent confidentially and with discretion
- Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Plan, coordinate, and organize office activities and flow of communications as needed
- Assure efficient, accurate, and timely completion of office and program projects and activities
- Prioritize and schedule work in order to meet deadlines and follow timelines
- Establish and maintain a variety of complex and confidential files and records
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Compose effective correspondence independently
- Organize and prepare complex written documents concerning a broad spectrum of subject matter
- Communicate effectively with the public using a variety of tech tools
- Work efficiently under pressure, with frequent interruptions
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Be well-organized, detail-oriented, and work accurately
- Type or input data at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Work effectively with widely diverse individuals and/or groups
- Work flexible hours as needed by the assignment

**EDUCATION/EXPERIENCE:**

Any combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include completion of high school or equivalent and five years of progressively responsible experience performing secretarial or administrative assistance duties. Human resources/personnel experience, public school experience, and college-level coursework in communications, public relations, business, public administration, or a closely related field are desirable but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls, talk and hear. The employee is occasionally required to reach with hands and arms, bend at the waist, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment is primarily an office setting, with frequent interruptions and a moderate noise level. There is daily contact with District and school staff, parents, community members and the public.