

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Executive Assistant To The Superintendent and Board Of Trustees

CLASSIFICATION: Classified Management/Confidential

REPORTS TO: Superintendent

DESCRIPTION:

The Executive Assistant to the Superintendent and Board of Trustees is a confidential and critical leadership support role within the Pleasanton Unified School District. This position provides comprehensive administrative, operational, and strategic support to the Superintendent and Board, ensuring effective communication, efficient workflow, and seamless execution of district initiatives. The Executive Assistant is a key liaison between the Superintendent, Board, district staff, and the community, requiring exceptional judgment, discretion, and professionalism. This role contributes significantly to achieving district goals and fosters positive stakeholder relationships. Responsibilities include synchronizing the Superintendent's Leadership Team, managing the Office of the Superintendent, and ensuring the quality and timeliness of information flow. This position serves as a key strategic planner, operational manager, and problem-solver for the Superintendent and Board of Trustees.

PERFORMANCE RESPONSIBILITIES:

- Maintain the Superintendent's calendar; schedule all meetings, and confirm appearances, presentations, and site visits.
- Register and coordinate all travel arrangements (conferences, trainings, presentations, speaking engagements, etc.).
- Track reports, projects, deadlines, requirements, logistics, etc., to support the Superintendent's daily functions.
- Coordinate Superintendent's Committees, including meeting logistics and follow-ups.
- Coordinate Superintendent school visits and process operational issues.
- Support the onboarding process for new Superintendents, including coordinating meetings with key staff and stakeholders, preparing essential documents and resources, and providing guidance on district policies and procedures. Support smooth transitions between Superintendents.
- Serve as the primary point of contact for the Superintendent's Office, screening calls, managing correspondence, and directing inquiries appropriately.
- Act as the liaison between the Superintendent, district staff, school sites, parents, community, and outside agencies; ACOE, City, and State.
- Maintain confidential files and records for the Superintendent's Office.
- Oversee the daily operations of the Superintendent's Office, ensuring efficiency and effectiveness.
- Serve as the District Designee for Statement of Economic Interests/ Conflict of Interest (Form 700).
- Manage the Public Records Act (PRA) request process.

- Supervise clerical staff as needed, including assigning tasks, providing guidance, and evaluating performance.
- Prepare Board agendas (coordinate with staff, create the agenda, distribute, and post as required).
- Manage Board meetings (calendar, website information, contracts, and minutes).
- Oversee Board Committees (process, train staff, and ensure adherence to the Brown Act).
- Manage Board Policies (lead Policy Committee on CSBA updates, coordinate with staff regarding updates and edits, and serve as a resource for staff to ensure compliance).
- Support Board of Trustee initiatives and projects (this may include research, coordination, communication, and other tasks as needed).
- Support Elections: Parcel Tax, Bond, Board members (support filing and process; provide onboarding support and training to newly elected Board members).
- Manage Public Hearings (post as required by law).
- Ensure adherence to the Brown Act (post agendas, minutes, and documents as required by law).
- Register and coordinate all travel to attend conferences and trainings.
- Manage emergency call information for the board.
- Maintain confidential files and records for the Board of Education.
- Manage Leadership Team meeting agendas and logistics, support planning for the annual Symposium, and serve as a resource for members.
- Support the day-to-day operations of the district office.
- Coordinate and oversee monthly district-wide secretary meeting agendas and logistics.
- Serve as the webmaster for Superintendent and Board of Trustees pages and monitor consistency district-wide.
- Support professional development for clerical staff.
- Calendar Management: Oversee the District's master calendar.
- Serve as the Emergency/Safety representative for the Superintendent's Office and Board of Trustees.
- Collaborate with the Communications Department on joint projects related to the Superintendent, Board, and District, ensuring timely completion.
- Develop and maintain relationships with community organizations, businesses, and government agencies to collaborate on joint projects and initiatives.

KNOWLEDGE OF:

- Social, cultural, and linguistic diversity of the district, city, and community.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Microsoft Office, Google Suite, Adobe Suite, and all internal PUSD applications
- Modern office methods, practices, and procedures, including receptionist and telephone techniques
- Letter and report writing and proofreading.
- Up-to-date office planning, organization, procedures, and practices.
- AI tools to augment productivity.
- Organization and collection of data, transforming data into information
- Laws and regulations of the Education Code and district pertaining to the assigned area.

- The Brown Act; and principles of supervision and training.

ABILITY TO:

- Perform a variety of complex clerical and secretarial work involving the use of independent judgment and requiring accuracy and speed.
- Make arithmetical calculations with accuracy and speed.
- Maintain complex content management systems that contain confidential or sensitive information.
- Compile and prepare complex and accurate reports.
- Independently compose correspondence and proofread written materials.
- Perform in situations requiring specialized knowledge, reflecting outstanding listening and people skills.
- Understand and apply complex policies and rules.
- Supervise and work with others.
- Understand, carry out, and give oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Take dictation and transcribe it accurately; and/or transcribe from electronic equipment.

TRAINING & EXPERIENCE:

- Four years of increasingly responsible office experience, preferably including experience in a school district or any combination of training and/or experience that provides the desired knowledge and abilities.

LICENSES & CLEARANCES:

- TB Clearance
- Department of Justice fingerprint clearance for the Pleasanton Unified School District

PREFERRED QUALIFICATIONS:

- California Registered Notary Public

TERMS OF EMPLOYMENT:

220 days; Management/Confidential Salary Schedule

BOARD APPROVAL: ~~March 24, 2022~~

February 27, 2025