

## Cypress School District

### **EXECUTIVE ASSISTANT TO SUPERINTENDENT (CONFIDENTIAL)**

#### **DEFINITION**

Under administrative direction, the Executive Assistant serves as the confidential staff assistant to the Superintendent and the Board of Trustees. The employee performs highly complex and responsible functions supporting the Superintendent in his/her responsibilities and assumes and performs other duties as necessary or required.

#### **ORGANIZATIONAL RESPONSIBILITIES**

The Executive Assistant provides a professional office environment that supports the Superintendent's needs and district standards. This position is pivotal in facilitating the flow of communication, work, and activity to and from the Superintendent's office in an efficient and timely manner. This position composes, generates, and prepares a large volume of correspondence and documents, both confidential and sensitive in nature. The position assists the Superintendent in responding to inquiries, complaints, and concerns, and resolves problems using independent judgment in determining matters not requiring the personal attention of the Superintendent. The incumbent must have wide knowledge of district and school operations, policies, procedures, and resources available to respond to situations as they arise.

#### **REPRESENTATIVE DUTIES**

- Compose, generate, and prepare a large volume of correspondence, technical documents, and reports for the public, staff, Board, press, and government officials
- Initiate, compose, edit, organize, and coordinate the flow of communication, work, and activity to and from the Superintendent's office
- Create and maintain the district's internet and intranet websites
- Design promotional materials for the district
- Review and edit all district communication materials to ensure clarity, accuracy, and consistency with district messaging
- Maintain district social media
- Independently handle inquiries, complaints, and concerns, and resolve problems on own initiative where matters do not require the personal attention of the Superintendent
- Using independent judgment, compile, research, analyze, and organize complex information and set up and maintain electronic databases
- Compose, edit, proof, compile, and type Board meeting agendas and agenda items as well as generate and proof Board meeting minutes using CSBA's GAMUT Meetings online board meeting management software
- Schedule daily appointments for the Superintendent and screen visitors to the Superintendent's office
- Schedule Board Member attendance at school and community events
- Screen and respond to phone calls and provide appropriate information using discretion
- Provide assistance in the area of community and public relations, answering questions, providing requested documents, or facilitating contact with appropriate staff

- Serve as an essential communications link between the Superintendent's office, schools, departments, and members of the Board of Trustees, maintaining cordial and frequent contact with the general public
- Attend Board meetings, take minutes, and maintain records, following through on necessary items
- Prepare statistical and narrative reports
- Coordinate office clerical projects requiring additional staff
- Work proficiently with a wide range of computer applications including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google (Drive, Docs, Sheets, Forms, Sites), and internet-based graphic design and email marketing platforms
- Manage system for updating Board Policies, Administrative Regulations, and Board Bylaws using CSBA's GAMUT Policy Plus online policy manual management software
- Give specific information on the policies and procedures of the departments and district
- Prepare information for weekly reports to Board members
- Perform special functions and tasks for the Board of Trustees when requested
- Order office supplies and operate a variety of office equipment including a copier, fax, calculator, and personal computer
- Supervise opening and routing of the Superintendent's mail and answer routine letters and inquiries

## **SUPERVISION**

Receives administrative direction and supervision from the Superintendent.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office methods, procedures, terms, and equipment
- Word processing, spreadsheet, database, internet/intranet, and email computer applications
- Standard recordkeeping, filing systems, and procedures
- District functions, policies, rules, and regulations
- Business office telephone techniques and etiquette
- Correct English usage, spelling, grammar, and punctuation; proofreading and editing
- Principles of leadership, office organization and management, public relations, supervision, and training

### **Ability to:**

- Plan, organize, and prioritize complex work of self and others
- Coordinate and expedite a large volume of administrative detail efficiently and effectively
- Accept responsibility, utilize sound independent judgment, and recognize the scope of authorities in performing tasks
- Interact with management and outside stakeholders, effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills
- Learn, interpret, apply, and relate to others' applicable policies, laws, rules, and regulations
- Operate a PC (personal computer) and effectively utilize word processing, spreadsheet,

database, internet/intranet, and email software

- Research and gather information from a variety of sources, analyze as necessary, and prepare reports
- Independently compose correspondence
- Keyboard at a net corrected speed of 60 WPM
- Understand and carry out oral and written instructions
- Establish and maintain effective work relationships
- Provide leadership and direction to office and other support staff

### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent
- Six years of broad, varied, increasingly responsible secretarial experience, preferably for an administrator in a public education environment

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Physical demands include the ability to safely lift, carry, and push up to 25 pounds; frequently sit and stand; occasionally walk, stoop, bend, and reach overhead; and repetitively use the fingers on both hands simultaneously. The work environment requires the ability to communicate clearly and understand normal voice conversation; visual acuity sufficient to see small details in an office environment; ability to use a computer and telephone; direct contact with the public and other district staff, frequently in difficult and/or negative interpersonal situations; and frequent high volumes of work under tight deadlines without direct guidance from the Superintendent.

### **LICENSE REQUIRED**

Possession of a valid and appropriate California Driver's License

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