

**FULLERTON SCHOOL DISTRICT  
CLASSIFIED PERSONNEL COMMISSION  
RANGE M011**

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**JOB SUMMARY:**

Under general direction of the District Superintendent, the Executive Assistant to the Superintendent coordinates work activities of the Superintendent's office and provides administrative support for the Superintendent and Board of Trustees including but not limited to communications, agendas, schedules, meetings, travel arrangements, and official proceedings. The job incumbent interprets policies and regulations to officials, staff, and the public.

**DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant to the Superintendent differs from the class of Administrative Secretary in that the incumbent acts as assistant to the Superintendent. The duties and responsibilities differ from the lower level Administrative Secretary position in that the responsibilities are more varied, complex, and confidential in nature, and involve all aspects of the District's operation and activities rather than those of a single division or department.

**SUPERVISION RECEIVED AND EXERCISED**

The Superintendent provides general supervision to the job incumbent in this class. The job incumbent does not exercise direct supervision of staff. The incumbent may assign tasks and provide work direction to other clerical personnel and ensure completion of assigned tasks.

**EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:**

- Assists Superintendent in coordinating operating procedures, public relations, communications, and administrative support functions.
- Serves as a contact for the Superintendent with the public, department officials, media, and other employees as needed.
- Reviews correspondence directed to the Superintendent; independently prepares written communications, reports, manuals, minutes, and complex, confidential data and information on behalf of and/or for the Superintendent.
- Researches and obtains information, and computes data for reports, and/or special projects as assigned.
- Transcribes notes for meetings, minutes and summaries.
- Attends District School Board meetings, completes minutes, and maintains official records; prepares public agenda items, reports and correspondence regarding Board actions; coordinates publication and distribution of Board policies and administrative regulations.
- Maintains and updates Board policy manuals, legislative information, budget records, and subject index of major Board actions.
- Interprets, communicates, and applies District rules, legal requirements, procedures and policies.
- Expedites transmittal of information and facilitates implementation of policies and programs.
- Assigns duties, reviews work upon completion, and provides training for other clerical employees.
- Plans, coordinates, manages, and monitors special projects as required.
- Performs secretarial duties related to the Superintendent's office.
- May provide follow-up assistance on sensitive and confidential collective bargaining materials and legal issues.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

**Education:** An Associates Degree in a field related to the knowledge and abilities requirements of this classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is required.

**Experience:** Five years of administrative or secretarial experience serving a District administrative official or executive level personnel in private industry or public service.

### **Knowledge of:**

- Office procedures and practices, including filing systems, telephone techniques, principles of business letter and report writing including English usage, grammar, spelling, vocabulary and punctuation.
- Relevant statutes, legal requirements, policies, practices, and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Collection and organization of data and information.
- Intermediate knowledge of computer programs including basic desktop publishing, internet usage, email, and Microsoft Office software programs (Word, Excel, PowerPoint).

### **Ability to:**

- Analyze situations and use independent judgment to develop effective options in resolving problems and/or complex situations.
- Interpret and apply statutes, legal requirements, school district policies, practices and regulations, as well as those of local, county, state, and national agencies.
- Accurately complete work and respond to requests for information in a timely fashion.
- Produce complex documents and reports.
- Establish and maintain procedural systems and controls, and work priorities.
- Work under pressure and maintain a high level of professionalism.
- Effectively communicate both orally and in writing to a variety of audiences or groups.
- Establish and maintain effective and harmonious working relationships with school officials, other employees, outside agencies and the public.
- Work collaboratively with others and in a team environment.
- Provide excellent customer service.
- Find accurate sources of information in order to respond to requests for information.
- Maintain confidentiality of information.
- Inform stakeholders of important information.
- Stay up to date on changes in job related processes and practices.
- Effectively work with minimal direction.
- Take initiative in work completion.
- Effectively handle job related stress.
- Attend to detailed work.
- Use office technology (e.g. computer, iPad) and equipment to effectively complete assigned tasks.
- Type accurately and efficiently to complete assigned tasks in a timely manner.
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:** A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.

## **PHYSICAL STANDARDS:**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this*

*clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized assignment.*

**Work Environment:** While performing the duties of this class, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is moderate.

**Physical Demands:** This classification requires walking, sitting, and standing for extended periods. Incumbents in this class are required to balance, stoop, kneel, bend, and crouch. Lifting, pushing, or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT <b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	February 2, 1981
Revised by the Personnel Commission	June 3, 1985, October 3, 1988, March 6, 1989, June 13, 2002, March 4, 2004, May 3rd, 2007, October 7, 2009, February 23, 2015, May 18, 2015
Revised by the Personnel Commission	April 28, 2025