

Job Title: Executive Assistant to the Board, Superintendent, and Administration

Bellevue Union School District

Position Title:	Executive Assistant to the Board, Superintendent and Administration		Department:	Superintendent
FSLA Classification:	Exempt Disaster Service Worker: Essential Staff	Bargaining Unit: None	Classification:	Working Professional

Salary Grade:	Unrepresented/Confidential	Work Calendar	12 month/260 Days
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Reports to:	Superintendent and/or designee.	Board Approval Date:	June 17, 2025
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General Description

To provide positive, effective, and efficient support to the Board of Education, Superintendent and Administration through a wide variety of complex, highly responsible, and visible clerical, administrative and office management functions. Provide leadership and assistance in creating and maintaining positive and effective communication with staff, students/families, and the community.

Organizational Relationships

Superintendent and/or designee.	Superintendent and/or designee.
Supervision Over:	Does not supervise staff.

DUTIES AND RESPONSIBILITIES: The tasks listed in this section are representative of the duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

- Performs other duties as assigned.

Essential Job Functions include, but are not limited to the following:

Board of Education:

- Arranges travel as required for Superintendent and Board members.
- Conducts research and prepares summaries on various topics under the Superintendent's and Board's jurisdictions.
- Coordinates and schedules visitors and presenters before the Board, including preparation of any materials.
- Coordinates all school board member elections and vacancies.
- Develops, analyzes, updates, and interprets Board policies, resolutions, and procedures.
- Maintains and updates district and trustee maps and descriptions.

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- Maintains the Superintendent's and Board's historical archives and required records.
- Performs support tasks for the School Board.
- Plans, prepares, posts, and distributes agendas and meeting materials for the Board of Education and other special and ad-hoc committees and meetings following the Brown Act, when applicable, and attends all meetings of the Board.
- Serves as Filing Officer for the Form 700-Conflict of Interest Statements and the Statement of Facts-Roster of Public Agencies; monitoring changes throughout the year to remain in compliance.
- Uses knowledge of the Brown Act, prepare the official minutes and actions of the closed and open session Governing Board Meetings.
- Works with CSBA on board policy and administrative regulation updates (Gamut Online).

Superintendent:

- Arranges and coordinate special district events; including meetings and training provided by the Superintendent.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs of the District; writes reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Organizes the flow of communication through the Superintendent's Office efficiently and effectively with; Santa Rosa City School personnel, the Board of Education, news media, the general public, and other agencies.
- Performs a variety of complex, confidential, and responsible duties for the Governing Board and the District Superintendent; plans and implements office procedures, policies, priorities, and activities.
- Schedules appointments and meetings; assists with managing and maintaining the Superintendent's calendar; and organizes Board program visits and activities, exercising considerable discretion in allocating time.
- Stays current on public meeting requirements, laws, regulations, industry stipulations, and trends to ensure compliance, and advise administrators on related issues.

Information and Communication:

- Assists in public information matters, including Public Records Requests.
- Compiles and posts the District's monthly calendar of events on the District's website and social media platforms.
- Create graphic and digital content to market the Bellevue Union School District image to staff and community.
- Independently responds/and or corresponds with parents and other districts; assumes responsibility for completing accurate annual reports generated from these records, and completes required forms.
- Maintains confidentiality and discretion in all matters related to the work of the position and representation of the District, Board, Superintendent, and all staff.

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- Manages district social media presence with accurate and timely updates to district-managed websites and social media platforms such as Blackboard, Facebook, Peach Jar, Twitter, and Instagram following the BUSD Social Media Marketing plan and Social Media Guidelines.
- Manages the District's website and individual department pages including content, formatting, and document uploads.
- Plans, organizes, and facilitates all District, County, and State staff, student, volunteer, and community recognition programs including nominations, certificates, and online and public celebrations.
- Prepares, compiles, and distributes written and electronic communications to staff, parents, families, and the greater community.
- Provides Spanish translation in conversation, meetings, and written documents, as needed and/or requested.

Overall Office Administration:

- Assists in a variety of organizational operations; performs special projects and assignments as required; serves on councils and committees as assigned.
- Coordinate activities and schedules with outside entities including: Requests for the Use of Facilities by churches, sports and recreation leagues, organizations, and governmental entities. Ensure that liability insurance and certificates of insurance meet the monetary criteria and activity requirements of the District's policies.
- Coordinates the Interdistrict and Intradistrict approval and/or denial process with the Governing Board, District Superintendent, Administration Team, and parents by accurately interpreting Education Codes and Board policies; compiles, provides, and receives related information; prepares required back-up for County Appeals. Prepare a quarterly Board report on Interdistrict Attendance.
- Performs diverse, technical, administrative, and highly skilled executive office assistant work involving access to confidential information concerning employer-employee relations with all bargaining units throughout the district.
- Prepares routine, complex, and technical correspondence, memoranda, reports, and manuals from various sources including privileged and highly sensitive and/or confidential material.
- Provides support for Cabinet members as needed.
- Reads, interprets, and summarizes documents, conducts thorough research, and works closely with counsel on legal matters.
- Responds to walk-in visitors, answer phones, and direct calls independently, appropriately, accurately and in a friendly, courteous, and professional manner.
- Serves as initial contact/resource person for the Superintendent's Office; screens calls, visitors, and mail; responds to sensitive requests for information and assistance; interprets policies, rules, and regulations in response to inquiries and complaints; resolves concerns and complaints; refer inquiries as appropriate; provide accurate and timely responses on behalf of the Superintendent and Board of Education to inquiries from the public and press.

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- Trains and coordinates monthly meetings with Office Managers on site and district procedures, policies, and application of professional

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of formal or informal education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Bilingual proficiency in Spanish at a native speaker level able to read, write, speak, and translate professional and technical conversations and documents, without the use of artificial intelligence applications and/or software. **R**
- Must be outgoing, professional, and driven, with a passion for strategic partnerships and collaboration. **R**
- Education at Bachelor's degree level or equivalent education and experience that demonstrates the ability to perform the duties and responsibilities as described. **R**
- Experience as the assistant to an organizational executive and/or elected official, preferably in a school district or equivalent successful management experience in the private sector or a governmental agency. **P**
- Increasingly responsible administrative office management experience, preferably in a school district or equivalent successful management experience in the private sector or a governmental agency. **P**
- Completion of the Sonoma County ACE's course for executive/administrative assistants (or equivalent). **P**
- Additional relevant experience may be substituted for education. **P**

QUALIFICATIONS:

Knowledge of:

- Business letter writing and report preparation techniques
- Effective Advanced Word Processing, database, and spreadsheet skills
- Office methods, procedures, and equipment
- Organization, procedures, policies, and operating details of the District
- Proficiency in entire Microsoft and Google suites, survey development, and online meeting platforms
- Record keeping and filing principles and procedures
- Strong organizational skills, ability to manage multiple projects, and independently problem-solve

Ability to:

- Answer office telephone and route calls as appropriate; handle incoming calls from employees, parents, and members of the community and route them to other individuals as necessary
- Arrange appointments and maintain a calendar of meetings for the Superintendent
- Attend and take minutes at meetings involving a variety of topics, including Board of Education meetings.
- Collect and compile information about related administrative and instructional activities; prepare special reports for the Board of Education, committees, and other organizations; prepare reports and submit to the supervisor for review and approval
- Compose letters, memoranda, and internal documents such as purchase orders with a minimum of direction

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- Coordinate meetings including, but not limited to, preparing and distributing agendas and other meeting materials; reserving and preparing facilities, and recording and transcribing meeting minutes
- Demonstrated ability to be a creative, systems-oriented solutions thinker
- Develop and maintain files of correspondence, records, logs, and budgets
- Establish and maintain effective working relationships with co-workers, staff, parents, and the general public
- Excellent oral and written communication skills including the ability to thoroughly and accurately convey complicated information to a broad spectrum of individuals and organizations. Examples include: Administrators, Officials, and Board Members
- Exercise analytical and independent judgment
- Handle highly confidential correspondence including letters, minutes, memoranda, and reports; type reports for various committees, task forces, Board of Education, and administrators
- Interpret and apply the Education Code, Administrative Regulations, and District Policies, procedures, practices, and rules
- Maintain composure and flexibility under pressure
- Meet deadlines and successfully identify, organize, and complete multiple tasks both independently and within a team environment
- Monitor a variety of school district contracts, policies, and legal agreements involving other agencies, charter schools, and private companies
- Perform timely and effective communications with internal and external parties utilizing personal attributes and sound judgment
- Prepare concise and accurate written communications, including preparation of presentation materials
- Proactively develops and maintains highly organized files of correspondence, records, logs, budgets, and other documents; maintains records about the functions assigned to the Superintendent
- Promote a harmonious work environment; set a good example of unquestionable work ethics
- Proven interpersonal skills with experience providing complex administrative support with tact, discretion, and diplomacy
- Recognize and act upon the necessity and the importance of serving the public, staff, and supervisors as necessary and as required in a professional, courteous, and friendly manner
- Type/keyboard accurately at least 80 words per minute
- Understand that organization and operation of the District, outside entities, and governmental agencies as necessary to assume assigned responsibilities

Licenses and Certificates: R=Required, P=Preferred

- DOJ Fingerprint Clearance (upon offer of employment) **R**
- Proof of Automobile Insurance **R**

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- TB Clearance (upon offer of employment) **R**
- Valid California Class C driver's license **R**
- Public Notary Certification **P**

Physical Abilities: The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations for those disabilities to contact the Superintendent for further information.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. Work under pressure to meet the necessary deadlines

Physical Abilities

- The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of this position.
- While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand, walk, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.