

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved:
Salary Schedule: 262; Row 1

JOB TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

JOB PURPOSE STATEMENT: Assists the superintendent in the discharge of responsibilities and emphasis on communication with school/community organizations, Board of Trustees, public agencies and other community groups. Serves as secretary and assistant to the superintendent by organizing office activities, handling various technical/legal procedures and performing complex records and filing duties; prepares committee/conference minutes. Directs the workflow of assigned staff.

JOB FUNCTIONS:

- Performs complex duties as confidential secretary to the superintendent relieving the superintendent of a variety of administrative details.
- Coordinates the compilation, assembly, and distribution of Board meeting packets.
- Performs complex duties as secretary to the Board of Trustees, attends Board and staff meetings and types minutes of meetings.
- Coordinates the arrangements for the attendance of the superintendent and members of the Board of Trustees at meetings and conferences, including transportation, housing accommodations and itineraries.
- Responds to questions regarding Education Code, Board policies and regulations.
- Attends, takes and transcribes minutes of school/community meetings.
- Coordinates meetings and activities with student groups, community service groups, civic organizations and public agencies.
- Assists the superintendent with local board elections, public complaints and problems.
- Coordinates the compiling and editing of board policy and interprets the rules, regulations and policies, as appropriate.
- Insures proper referral of all suggestions and requests for information from community and staff.
- Prepares, formats, edits and proofreads written materials; types and prepares memos and lists; operates a variety of office equipment.

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- Works cooperatively with all assistant superintendents, directors, and school principals regarding the implementation of responsibilities and duties.
- Handles difficult situations under stressful conditions using tact, diplomacy, poise, and maturity.
- Receives and transcribes various correspondence from equipment or in person.
- Performs computer skills to effectively complete job functions.
- Performs difficult and responsible work with accuracy and speed.
- Uses correct spelling, grammar, and punctuation.
- Performs arithmetic calculations.
- Demonstrates organizational skills.
- Establishes and maintains an effective working relationship with Board members, staff, students, parents, and community members.
- Performs related duties as assigned.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), and carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

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JOB REQUIREMENTS:

Education Required:

- Sixty (60) units of college level training (desirable), preferable in office management or administration

Experience:

- A minimum of six years of increasingly responsible secretarial/administrative work in an educational setting (desirable).

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 65 corrected words per minute (not valid if older than one year prior to date of application)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Confidential Position