

Job Title: **Senior Executive Assistant - Legal/Communications**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **3093**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G25**

SUMMARY: Provide executive level assistance to the Chief Legal Officer and Chief Communications Officer, and administrators on assignment when necessary. Act as Legal and Communications departments contact; provide department administrative management. Coordinate and/or respond to questions regarding district-wide activities and procedures. Coordinate meetings with activities with other departments, functions and outside agencies, act as liaison with all levels of district staff and community representatives. Serve as district contact and logistics coordinator for school office personnel. Work across divisions to support coordinated school office management. Maintain confidentiality in all aspects of job; provide confidential administrative support to Chief Legal Officer and Chief Communications Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to parent/community/staff concerns and questions related to a variety of sensitive and critical issues concerning specialized legal and policy matters. Problem solves and coordinate solutions to complex matters. Work with courts, legal personnel, district stakeholders, and school staff regarding family issues of students. Support General Counsel directly by synthesizing relevant information to assist in an efficient response and appropriate resolution.	D	23%
2. Provide executive assistance to the General Counsel, Deputy General Counsel, and Chief Communications Officer, which involves calendar management, correspondence drafting, and ensuring they are well-informed. The position also supports cross-functional work and offers technological assistance. Key tasks include coordinating and documenting senior leadership meetings, managing department budgets, overseeing the department purchasing card, and handling time and labor tasks such as reviewing and approving reported time. Additionally, the role involves maintaining department supplies and preparing, planning, and analyzing reports.	D	15%
3. Oversee the Colorado Open Records Act (CORA) program. Responsibilities include processing requests, collaborating with internal experts for relevant documents and response wording, assessing if requested materials fall under any CORA exceptions, managing deadlines and securing extensions when necessary, coordinating email searches with IT, formulating responses, and redacting sensitive information from documents.	D	15%
4. Handle highly confidential information regarding potential litigation, personnel and student files, district operations, and Board of Education materials. Prepare legal documentation and correspondence, conduct legal research using various resources, and assist with settlement agreements, grievance resolutions, administrative conciliations, and internal policy complaints. Support hearing and arbitration preparations by conducting research, analyzing background information, preparing case materials, drafting correspondence, tracking deadlines, scheduling interviews, organizing exhibits, and maintaining case files. Conduct legal research on education and employment law and school district policies to support attorneys.	D	15%
5. Organize and manage logistics for all district stakeholder engagement groups and events including the District's Accountability Committee, the Five Star Leadership Academy, the Superintendent Student Leadership Council, and all other district community engagement groups. Support Chief Communications Officer with organization, logistics, minutes, and communications for these groups.	D	10%
6. Serve as the district's administrative support for communication needs related to media inquiries, snow days and emergency situations. Work with media and staff in emergency situations. Remain available during off hours for emergency situations and contacting media in case of any school closures. Make decisions and take actions within agreed upon limits.	M	10%
7. Manage and complete assigned regular and/or special department projects on-time and within budget. Develop and implement steps, deadlines, training, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; delegate as necessary to ensure thorough, accurate and timely completion. Evaluate project processes and procedures to facilitate further improvements and efficiencies.	M	5%

Job Tasks Descriptions	Frequency	% of Time
8. Prepare and distribute District policies to district personnel. Update policy/procedures on website. Coordinate and distribute agendas, minutes and other information as secretary to District Policy Council.	W	5%
9. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two (2) years of relevant coursework. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in an administrative office setting.
- Paralegal training and/or experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to use initiative and independence.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Excellent oral and written communication skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Communications Officer and General Counsel	3041/3005

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May coordinate or direct the activities of department support staff, student aides, or volunteers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	