CLASSIFIED CONFIDENTIAL			
Work Location	Roseland School District Office	**Responsible To**	Superintendent
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the Administrative Assistant Salary Schedule	**Benefits**	Eligible for District Benefits
FLSA Classification: Non-Exempt			

DEFINITION:
Under the general supervision of the Superintendent and as a member of the District Management Team, performs a variety of highly responsible, confidential, and complex administrative and managerial duties for the Superintendent; and performs related duties as required. The District Administrative Assistant will serve as the administrative secretary to the Superintendent, as well as being responsible for assisting the Superintendent in administrative tasks relating to the Board of Trustees, Charter Board of Directors, and other District and Charter committees.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

PRIMARY DUTIES:

- Perform a variety of complex, confidential, and responsible duties for the Superintendent, Board of Trustees, and Charter Board of Directors.
- Utilize knowledge of the Brown Act. Prepare agenda drafts for the District Superintendent and Boards and ensure that final agendas and public hearing notices are posted in compliance with the law and policies; prepare back up for agenda topics. Provide advance notice to staff regarding required reports to the Board that are due at mandated times during the fiscal year. Ensure that Board packets are complete and distributed in a timely and legally compliant manner; coordinate, set up, prepare, and buy supplies and food, as needed, for Board Meetings; prepare the official minutes of the closed and open session Board Meetings. Assume responsibility for their accuracy and ensure the annual audit of minutes meets legal standards; ensure appropriate follow-up as a result of Board direction, consensus or action; record absences of Board Members; record all action, consensus, and direction of the Board, as well as individual votes cast by Board Members on all resolutions.
- Attend District, Charter and Citizens' Oversight Committee board meetings.
- Review flyer requests for distribution according to board policy.
- Prepare and coordinate the distribution of the First Day Packet to all District and Charter students as required by law. This may include updating notifications, coordinating the translation and copying of notifications, and posting on the website.

- Revise, review, update, and maintain board policies and administrative regulations; draft policies for Superintendent and board review and approval as needed. For District policies: forward board approved policies and administrative regulations to CSBA. For Charter policies: upload updated policies to the website.
- Process public records requests.
- Communicate and work with legal counsel regarding various matters that need legal guidance.
- Arrange for expulsion hearings and other meetings of the Administrative Panel, oversee the distribution of expulsion hearing materials, and oversee completion and distribution of expulsion hearing reports and follow-up reports and correspondence as appropriate.
- Provide support for the preparation of local, state and federal reports, including but not limited to CALPADS, CBEDS, and Civil Rights Data Collection.
- With the Superintendent, coordinate, advertise and meet legal guidelines, timelines, and filing processes necessary to hold District Governing Board Elections, fill Board vacancies with Appointments, and establish the protocol and timeline for accepting Board resignations. File required reports with the Registrar of Voters, County Clerk, and Sonoma County Office of Education. Coordinate the required filing of all Conflict of Interest forms both in district and with the County Clerk. File required Statement of Facts with the Secretary of State and the County Clerk as necessitated by any changes on the Board.
- Coordinate student enrollment; meet with office managers for student placement, maintain student wait list, and assist with any other enrollment related duties as assigned.
- Manage the Interdistrict and Intradistrict approval, denial, and revocation process; compile, provide, and receive related information; prepare required back-up for County Appeals, prepare and send out parent notifications in a timely manner as per board policies and administrative regulations; maintain and update databases and Schoolwise.
- Assist with emergency procedures.
- Receives complaints, grievances, subpoenas, and legal requests from parents, students, staff and community in accordance with board policy or collective bargaining agreements, process and procedures. Maintains files and logs for each case.

SECONDARY DUTIES:

- Assist Superintendent and work with school sites, departments, and other personnel in the district to coordinate, prepare, and/or set up events that include but are not limited to: SCOE/SSU Job Fairs, Cinco de Mayo, Caesar Chavez, Public Schools Week, new housing developments, kindergarten registration and information night, etc.
- Make travel arrangements for events and conferences for the Superintendent and Board members.
- Serve as communication liaison between the Superintendent, District staff, parents, and the general public.
- Accurately respond to inquiries from District staff, other school districts, Sonoma County Office of Education, and other outside entities regarding District information and applicable District policies, and refer inquiries only as necessary and appropriate.
- Complete accurate annual reports.

- Assist the Superintendent with projects, reports, and filing. Compose, edit, and distribute correspondence to board members, staff, students, parents, and community members.
- Keep record of the Superintendent's calendar, schedule appointments and meetings; send out weekly meeting reminders, maintain databases related to goal setting and/or evaluations for the Superintendent.
- Attend meetings and workshops as necessary for maintaining efficiency as required by this position.
- Assist with facilities/construction projects as needed; schedule notary public services, create files to organize the various facilities projects, and prepare documents for signature.
- Other related duties as assigned by the Superintendent.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- English usage, grammar, spelling, and punctuation.
- Office methods, procedures, and equipment.
- Advanced level use of Microsoft Word and Excel.
- School district organization, operation, and policies.

ABILITY TO:

- Maintain composure and flexibility under pressure.
- Recognize the necessity and the importance of serving the public, staff, and supervisors as necessary and as required in a professional, courteous, and friendly manner.
- Establish and maintain effective working relationships with co-workers, staff, parents, and the general public.
- Understand the organization and operation of the District, outside entities and governmental agencies as necessary to assume assigned responsibilities.
- Use discretion and maintain confidentially as appropriate when communicating with others and in performing job duties.
- Be resourceful and work independently in the absence of supervision.
- Type accurately from a clear copy at a speed of 60 words per minute.
- Compose correspondence correctly with appropriate grammatical skills.
- Compile and maintain complex and extensive records, files, and reports.
- Understand and carry out oral and written instruction.
- Communicate effectively and professionally, orally and in writing.

EDUCATION AND EXPERIENCE:

- High School diploma/equivalent.
- Bilingual in English/Spanish, both oral and written, highly desirable.
- Three to five years of increasingly responsible secretarial/Superintendent's Assistant experience is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and evidence of appropriate automobile insurance based on DMV regulations may be required. This position may require travel by employee's own vehicle to the district's school sites, trainings, and/or conferences.
- Fingerprint and TB clearance

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The District office is currently equipped with sit/stand work stations to allow alternating between sitting and standing. However, sitting or standing for extended periods of time when performing duties outside the work office may be required.
- Periodic handling of lightweight parcels or supplies.
- Lifting and/or moving up to twenty (20) pounds when setting up for various events.
- Occasional bending and reaching with hands and arms.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse, and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment ina clean atmosphere. The noise level in the work environment is usually moderate.

Board Approved: 10/17/2018
Board Revised: 1/16/2019
Board Revised: 9/18/2019
Board Revised: 10/21/2020
Board Revised: 10/19/2023