



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED CONFIDENTIAL

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION:

Under direction of the Superintendent, performs complex secretarial and clerical functions; coordinates, organizes and participates in various operational aspects of the administrator's assignments; performs other related work as assigned and/or required.

ESSENTIAL DUTIES:

- May act as lead over other clerical staff.
- Collects and analyses data.
- Prepares reports.
- Communicates information, advice and instructions as an executive assistant for the administrator.
- Makes surveys, evaluates materials, equipment, workload, etc.
- Collects information and research for administration.
- Plans and coordinates complex meetings and events.
- Performs clerical duties.
- May provide training and work direction to clerical staff.
- Coordinates, monitors special projects.
- Inform administration of progress and problems.
- Proofreads to ensure accuracy.

STRATEGIES:

- Coordinate with Action Plan Leaders and sites to prepare a quarterly report on Strategic progress.
- Calendar regular monthly strategic meetings.
- Liaison with Communications to market/brand Strategics.
- Plan, coordinate the annual Strategic celebration.

CONGRUENCE:

- Conducts research on projects or special projects out of Superintendent's Office.
- Communicates with Innovation Team any information from the Superintendent's Office.
- Plans and coordinates the annual Innovation Team "Team" meeting/retreat.
- Takes meeting notes for various meetings.
- Sits in for the Deputy Superintendent or Superintendent to take notes and prepare summaries on meetings.

SOCIAL JUSTICE:

- Collects and analyzes data and other information relevant to Equity and Social Justice program initiatives.
- Coordinate special meetings, projects related to Rialto's Equity and Social Justice framework.
- Prepares reports/presentations on Equity and Social Justice.

OTHER:

- Provide direction, communication to Innovation Team clerical staff.
- Provide logistical support and coordination to the Superintendent and Deputy Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of effective report preparation and presentation.

- Applicable federal, state and local laws, regulations and procedures.
- District Board policies, District administrative procedures, and California State Education Code.
- District organization and operations.
- English usage, spelling, grammar and punctuation.
- Modern office management practices, methods, and equipment.
- Public and community relations principles and practices.
- Coordinates modern technology including: conference calls, video conferencing, webinars, computer information systems and software.
- High level use of Word, Excel and other technology.
- Learn, interpret and apply policies, laws and regulations.
- Analyze data, issues and problems and recommend or adopt appropriate solutions.
- Provide office management services.
- Gather, analyze, and condense data and information.
- Write clear and concise reports.
- Supervise and train assigned staff.
- Communicate effectively, both orally and in writing.
- Work effectively in the absence of supervision.
- Builds positive relationships through communicating and working effectively with a variety of public agencies, groups, and individuals.

ABILITY TO:

- Learn, interpret and apply legal mandates, policies, rules, regulations and operational procedures.
- Assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office.
- Compose correspondence independently.
- Establish and maintain comprehensive and accurate files and records.
- Prepare accurate and complete reports, including items submitted to the Board of Education for approval/ratification.
- Effectively operate a micro-computer and use appropriate software applications.
- Take notes and transcribe accurately.
- Prepare various written materials.
- Understand and follow oral and written directions
- Develop and maintain positive, cooperative interpersonal relationships with administrators, community members, and co-workers.
- Remain flexible and work effectively in a multi-task office environment with stringent deadlines, frequent interruptions, and changes in task priorities.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Four (4) years of full-time paid experience in a highly responsible and varied executive level secretarial position, preferably in an educational organization. Two years of lead technical clerical, secretarial, or administrative assistant experience is required.

EDUCATION:

Verification of High School Diploma or GED Certificate is required. AA degree or 60 semester units of college level coursework in business administration, secretarial science or public administration is desirable.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**