

# WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND BOARD OF EDUCATION

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### **BASIC FUNCTION:**

Under the direction of the District Superintendent, the Executive Assistant to the Superintendent and Board of Education provides high-level administrative support to the Superintendent and Board members, ensuring efficient operation of the Superintendent's office and effective communication between the school district administration, the Board of Education, staff, parents, and the public. The role requires professionalism, discretion, strong organizational and communication skills, and the ability to manage sensitive and confidential information.

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### **ESSENTIAL DUTIES:**

#### Support to the Superintendent:

Manages the Superintendent's calendar, schedule appointments, and coordinate meetings.

Maintains accurate and up-to-date calendars, schedules, databases, and records.

Prepares correspondence, reports, presentations, and other documents on behalf of the Superintendent.

Serves as a liaison between the Superintendent's Office and district staff, community members, and external stakeholders.

Supervises subordinate secretary and other assigned clerical personnel.

Schedules daily appointments for the Superintendent; screens phone calls and visitors to the office with prioritization at the forefront; receives inquiries and provides information; provides assistance in the area of community and public relations.

Reviews all correspondence, including e-mail to Superintendent, prioritizes, analyzes information independently, and independently composes correspondence in order to provide recommendations for the Superintendent's review.

Assists and oversees the budget planning and expenditure control procedures pertaining to the Superintendent's office.

Conducts initial interviews in person or over the telephone with teachers, parents or others; answers questions, refers to an appropriate staff member or makes an appointment with the Superintendent.

Coordinates travel arrangements and reimbursements.

Utilizes independent judgment and current management and supervision techniques in various situations regarding decision making on behalf of the Superintendent.

Performs a variety of research functions, including Internet research and telephone interviewing, and compiles information on legal, legislative, or technical subjects as required and responds to questions as necessary.

Assists with projects, initiatives, and presentations as requested.

Interprets Board policies to public and staff.

#### Support to the Board of Education:

Prepares and distributes Board agendas, meeting packets, and related materials in accordance with legal and district timelines.

Records, transcribes, and maintains accurate minutes of Board meetings and ensures timely posting and distribution.

Maintains records of Board actions and decisions, ensuring legal compliance (e.g., with Open Meeting laws or the Brown Act).

Assists Board members with logistics, correspondence, and information requests.

Coordinates Board reorganization, orientation, and training for new members.

Plans, organizes, coordinates, and supervises the preparation, printing, and distribution of Governing Board agenda and related materials, notices, bulletins, and other communicative documents.

Attends Board meetings and takes notes and prepares a transcription draft for Superintendent review and editing.

Prepares and maintains the official record of the Governing Board meeting minutes and resolutions.

Assists in the revision, updating, and maintenance of the Governing Board policies and regulations.

Performs follow-up functions to ensure a timely response to Governing Board and Superintendent special report and information requests.

Oversees and coordinates special events and meetings hosted by the Superintendent or Board.

### Office Management and Compliance:

Plans, organizes, establishes, and maintains a complex data management, storage, and retrieval system.

Participates in Executive Cabinet meetings.

Responds to requests for information and coordinates contacts with other departments as needed.

Maintains currency on operational functions of the District and appropriately implements policies, procedures and guidelines.

Ensures compliance with district policies and procedures and applicable state/federal regulations.

Maintains accurate and up-to-date calendars, schedules, databases, and records.

Take and transcribe notes pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.

Receives and transcribes dictation of letters and memoranda including materials of a confidential nature

Prepares correspondence, reports, surveys, forms, charts, budget sheets, and memoranda including material of a confidential nature.

Assists visitors whose concerns are privileged and confidential.

Operates various office machines and equipment including a typewriter, word processor, computer terminal, calculator, copy machines, and dictation equipment.

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### **OTHER REPRESENTATIVE DUTIES:**

Maintains proficiency with advanced computer skills and latest technologies such as e-mail systems, multimedia, presentation software, digital handheld technology and other technology.

Supervises and trains others on various software systems.

Participates in professional development activities to meet the needs of the position through the acquisition of human and technical skills and work habits; attends conferences, seminars and professional meetings as required.

Receives, opens, and routes mail; answers routine letters and inquiries; serves as the communications link between the Superintendent's office, schools, departments, and members of the Board of Education.

Is authorized to approve expenditures of departmental funds up to one-thousand dollars.

Performs other job-related duties as required or assigned.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to, receives direction from, and is evaluated by the District Superintendent.

(2) Supervises assigned secretarial and clerical staff;

Internal Contacts: Continuing contacts with individual school board members, district personnel at all levels, as well as those assigned to schools and other facilities.

External Contacts: Frequent contact with other district offices, personnel of the County and State Departments of Education, city offices, representatives of the state and county school board associations, local service associations, vendors and professional experts, and the general public.

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### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Function and organization of public-school systems.

Legal mandates, policies, regulations, and procedures that govern the District operational processes.

Laws and regulations pertaining to Board governance and public meetings.

English usage, spelling, grammar, and manuscript and report formatting.

Modern office practices, procedures, equipment, office management techniques, organization and administrative practices.

Technology as related to administrative and workplace requirements, including word processing, spreadsheets, database and e-mail.

Basic research methods.

Fundamentals of time management, business practice, research methods, and general principles of human relations and the operations of an executive office.

Organization and operation of a school district.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Effective public relations techniques.

Telephone techniques and etiquette; and appropriate use of e-mail and the internet.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Problem solve, multi-task, demonstrate flexibility, reliability and accountability in performing administrative tasks.

Perform responsible and technical secretarial and administrative assistance duties.

Learn the District's organization, rules, regulations, policies and procedures and be able to assimilate them, and apply them appropriately.

Learn applicable sections of the State Education Code and other applicable laws.

Read, interpret, and explain rules, regulations, policies and procedures.

Prepare comprehensive narrative and statistical reports, and special projects.

Compose correspondence independently or from rough notes or oral instructions.

Type sixty-five (65) words net per minute from clear copy.

Take and transcribe dictation using speed writing, shorthand or transcription equipment to produce a variety of printed informational material and data and to prepare minutes of meetings.

Add, subtract, multiply, and divide quickly and accurately.

Operate a variety of standard office machines such as a typewriter, computer workstation, calculator, copier, and dictation equipment.

Establish, modify, and maintain various records and files for quick access and reference.

Train and supervise other clerical personnel.

Work independently with little direction.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.

Meet schedules and timelines despite changing priorities and constant interruptions.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Work courteously and tactfully with co-workers and public.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

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### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) Associate's degree or higher in business administration, public administration, or related field (Bachelor's preferred); and (2) Minimum of five year's experience as a secretary or administrative assistant to an executive-level administrator or manager.

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### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee frequently is required to sit, reach with hands and arms, speak, and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee generally works in an office environment but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Requires prolonged sitting and use of computer and office equipment. May require occasional evening or weekend work (especially during Board meetings or special events).

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### **LICENSES AND OTHER REQUIREMENTS:**

- Valid driver's license and proof of insurance may be required.
  - Must pass background check and fingerprint clearance.
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PREPARED BY: Classified Personnel Department

DATE: 9/30/25

APPROVED BY: Personnel Commission

DATE: 9/30/25

APPROVED BY: Board of Trustees

DATE: 10/16/25