

ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT

DEFINITION:

Under the general supervision and direction of an Assistant Superintendent, the Administrative Assistant to the Assistant Superintendent is responsible for providing high-level administrative, operational, and coordination support to one or more Assistant Superintendents. The position coordinates complex office functions, communications, and projects that support department-wide and districtwide initiatives. Duties require independent judgment, discretion, and a thorough understanding of district operations, executive processes, continuous improvement practices, leadership expectations, and confidential matters, including direct coordination with legal counsel. This position is part of the district leadership structure and supports executive leadership across multiple departments.

QUALIFICATIONS:

Experience:

- Five (5) years of progressively responsible administrative assistant experience
- Supporting senior leadership in a school district or comparable public agency environment preferred

Education:

- Equivalent to completion of two (2) years of college
- Additional qualifying experience may be substituted on a year-for-year basis

Training:

- Training in advanced administrative practices, executive-level coordination, project management, or related areas preferred

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant to the Assistant Superintendent is a senior confidential administrative position operating at an executive-support level and is a member of the district leadership team. The position is distinguished from prior Administrative Assistant and Administrative Secretary classifications by the number of departments supported, the breadth of districtwide responsibility, and the representative role performed on behalf of the Assistant Superintendent. Due to frequent interaction, as directed, with executive partners, legal counsel, and representatives from city, state, and federal agencies, the position carries a significant level of responsibility in representing the Assistant Superintendent and the District. The role routinely handles sensitive and confidential information related to negotiations, labor, personnel, fiscal planning, legal matters, and executive decision-making, requiring professional communication, effective coordination, diligent follow-up, and precise document preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide executive-level administrative and operational support to one or more Assistant Superintendents by coordinating workflows, schedules, priorities, and communications to ensure efficient and effective office operations aligned with district priorities.
- Serve as a primary liaison and representative on behalf of the Assistant Superintendent in interactions with district staff, Cabinet members, elected officials, executive partners, legal counsel, and city, state, and federal agencies, ensuring prompt coordination, follow-up, and accurate information flow.
- Coordinate and facilitate direct communication with District legal counsel on assigned matters, including document preparation, information requests, follow-up actions, and tracking of legal timelines, while maintaining confidentiality and alignment with executive direction.

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- Develop, format, and coordinate districtwide documents, presentations, reports, and materials for the Board of Education, Cabinet, advisory committees, legal review, and community or external stakeholder groups.
- Prepare, review, and coordinate confidential and/or legally sensitive documents and processes by exercising independent judgment, prioritizing competing deadlines, and handling sensitive matters with discretion and professionalism.
- Coordinate department-wide and districtwide initiatives, projects, and standing committees, by organizing meetings, preparing agendas/materials, documenting outcomes, tracking action items, monitoring progress toward deliverables and outcomes.
- Support district process and performance targets through continuous improvement practices by coordinating data, documentation, timelines, and reporting aligned with improvement cycles and executive decision-making. Compile, analyze, maintain and protect executive office records and information to support executive decision-making, compliance requirements, legal review, and performance monitoring, while ensuring records are maintained in accordance with district procedures and confidentiality standards.
- Coordinate budget, expenditure, contract, and purchasing documentation for assigned departments/initiatives by tracking items, maintaining records, and supporting fiscal accountability processes as directed.
- Use enterprise systems, digital tools, and emerging technologies (including effective use of artificial intelligence tools when appropriate) to enhance executive office operations, document development, data organization, and workflow efficiency.
- Provide direction, guidance, and coordination to clerical or administrative support staff as assigned to ensure consistency, quality, and timeliness of the department supporting executive priorities.

KNOWLEDGE:

- District organization, governance, policies, and administrative regulations
- Functions and operations of executive and administrative offices
- Collective bargaining processes, confidentiality requirements, and legal coordination protocols
- Board of governance practices and public meeting requirements
- Intergovernmental relations and public sector communication practices
- District leadership collective commitments, process targets, and performance targets
- Improvement science principles and data-informed decision-making practices
- Financial, contract, and budget record-keeping practices
- Advanced written and oral communication practices
- Research, data analysis, and presentation development methods
- Enterprise systems and digital tools used in school districts

ABILITIES AND SKILLS:

- Model and support the District's Leadership Collective Commitments in daily work, including care for people, coaching and being coachable, evidence-based adaptation, learning from those closest to the work, and accountability for results with a standard of excellence.
- Create an inclusive, welcoming office where everyone feels safe and valued; greet and help visitors quickly while managing multiple duties.
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- Communicate professionally, clearly, and responsively across communication channels, ensuring accurate information sharing and timely follow-up.
- Support accessible communication for diverse communities, including using multilingual signage/resources where applicable and leveraging available tools to assist non-English speakers or connect them to support, consistent with inclusive service expectations.
- Protect confidentiality while supporting a welcoming public-facing experience, maintaining orderly and professional public spaces and ensuring communications align with district guidance (including routing media requests through the Communications and Community Engagement Department when applicable).
- Provide executive-level administrative support with minimal supervision.
- Represent district leadership professionally and accurately in internal and external communications, including legal coordination.
- Plan, organize, and prioritize multiple, complex tasks and competing deadlines.
- Coordinate work across multiple departments and functional areas.
- Anticipate administrative needs and proactively resolve issues.
- Exercise sound judgment and decision-making skills in dynamic environments.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed and digital materials, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

Essential functions require, with or without the use of aides:

- Mobility to move to counter, files, and other areas of the school or office
- Sufficient vision to see small print
- Sufficient hearing to hear normal and telephone conversations
- Sufficient dexterity to write, operate a telephone, computer, and other business machines

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Work is primarily performed indoors in a standard office environment with regular interaction with district staff and the public.