



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Executive Assistant to the Superintendent	#6342
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under limited direction of the county superintendent, performs a wide variety of complex and highly responsible secretarial and clerical duties; acts as an administrative aide to relieve the county superintendent of complex routine administrative and technical details; serves as the initial contact with the public for the county superintendent. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, plus three years of advanced secretarial training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted. Over six years of increasingly responsible executive or administrative secretarial experience, including a minimum of two years in a lead or supervisory capacity.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess an Associates' Degree in Business or a related field and/or experience in the field of public education. Experience working in a school district or county office of education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- be flexible and receptive to change
- make decisions independently
- communicate effectively, both orally and in writing
- establish and maintain cooperative working relationships
- operate a computer
- take notes and transcribe accurately
- carry out complex oral and written directions
- prepare correspondence independently

Possess:

- advanced computer skills
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- leadership skills in planning, setting agendas, and coordinating and conducting meetings/trainings

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Serve as personal secretary/administrative aide to the county superintendent.
14. Maintain a calendar of activities and events, schedule appointments, conferences, and meetings for the administrator.
15. Gather items, prepare agenda and supporting information for County Board of Education meetings, District Superintendent meetings, and others as required.
16. Attend various meetings and take and transcribe notes; prepare meeting minutes for editing and distribute minute summaries as required.
17. Prepare and distribute master calendar for districts in the county.
18. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys.
19. Independently compose complex reports and correspondence.
20. Process incoming and outgoing mail.
21. Coordinate and organize meetings and workshops:
22. Prepare required materials, make conference room reservations and arrangements.
23. Prepare requisitions for supplies; initiate maintenance and work orders; make travel arrangements.
24. Operate standard office equipment.
25. Maintain current knowledge of SJCOE bargaining unit contracts, legal mandates, policies, and procedures.
26. Maintain strict confidentiality on all job-related matters.
27. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment, and confidentiality.
28. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
29. Plan, develop and implement office procedures.
30. Make mathematical calculations with speed and accuracy.
31. Champion a culture of exemplary support and service by leading initiatives and training sessions that instill the value of outstanding customer service among staff.
32. Facilitate ongoing learning opportunities that reinforce the importance of customer service in achieving educational outcomes and building strong relationships.
33. Lead by example in demonstrating exceptional service standards, while coaching colleagues on how to effectively support students, families, and partners.
34. Perform other related duties as required.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.

4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyze situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.