

CONFIDENTIAL JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT FOR DEPUTY SUPERINTENDENT

JOB SUMMARY:

Serves as secretary to the Deputy Superintendent; performs a wide variety of complex secretarial duties, often of a confidential nature; coordinates communications and information; and assists with administrative and other non-routine duties.

ESSENTIAL JOB FUNCTIONS:

- Keeps informed on regulations, policies, developments, assignments, and deadlines.
- Supports the Deputy Superintendent with highly confidential communication.
- Supports with due process proceedings, including scheduling, with attorneys and agencies.
- Handles highly sensitive and confidential information related to students, personnel, legal matters, complaints, investigations, special education, labor relations, and other District business while maintaining appropriate confidentiality and discretion.
- Track compliance with proper implementation of confidential settlement agreements.
- Supports preparation and processing of Board of Education agenda items and related materials, including coordinating submissions, reviewing documents for completeness, tracking deadlines, and working with departments to obtain required information.
- Assists with parent, employee, and community concerns and complaints by receiving information professionally, documenting and routing matters appropriately, tracking responses, and maintaining related records.
- Researches and assembles information for use with reports and other documents.
- Screens and schedules appointments; keeps calendar updated for Deputy Superintendent.
- Receives, composes, and types correspondence, reports, and faxes/emails.
- Maintains administrative, correspondence, and confidential files.
- Disseminates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Assists in arranging business/conference travel.

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- Assists other District staff members in various tasks (i.e., proofreading District publications, providing office support, etc.).
- Screens visitors, telephone calls, and mail.
- Processes requisitions and travel requests via the computer system.
- Assists in the preparation of the weekly update and other related responsibilities.
- Maintains a team-oriented atmosphere in the District's executive offices.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful 4 years secretarial experience at the level of Secretary II or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner.
- Demonstrates advanced proficiency with office productivity software, including word processing, spreadsheets, presentations, email, electronic calendars, shared drives, and cloud-based collaboration tools.
- Ability to perform a variety of difficult tasks; prioritize tasks and accomplish them in a timely manner; and work independently.
- Develops and maintains spreadsheets and electronic tracking systems to organize information, monitor deadlines, track assignments, compile data, and support administrative decision-making.
- Maintains effective working relationships and communicates professionally Board members, executive leadership, administrators, employees, parents, community members, attorneys, consultants, and representatives of outside agencies.
- Graduation from high school or equivalent.
- College and/or business school highly desirable.
- Bilingual proficiency in English and Spanish is preferred to effectively communicate with students, families, staff, and community members.

Confidential Salary Schedule Range: 29
BOARD APPROVED: 09/09/26