ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Title:	Executive Assistant - Educational Services	Reports To:	Assistant Superintendent of Educational Services	
Department:	Educational Services	Bargaining Unit:	☐ CSEA 860 ☐ CSEA 27 ☐ AEA	☐ Management ☒ Confidential ☐ Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days	
FLSA Classification:	☒ Exempt ☐ Non Exempt	Type:	☐ Reclassification ☐ Update of job description ☒ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☒ Confidential – Range 17B		☐ Licensed ☐ Unrepresented ☐ CSEA 27 ☐ CSEA 860	

DEFINITION

Under general direction, to serve as Administrative Assistant to the Assistant Superintendent of Educational Services, relieving him/her of administrative and clerical details; to perform highly complex and responsible clerical work; acts as back up to the Administrative Assistant to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Superintendent.

ESSENTIAL FUNCTIONS

- Perform a variety of clerical, secretarial and technical duties such as establishing and maintaining comprehensive files in support of the Assistant Superintendent of Educational Services.
- Perform a variety of complex, specialized office administrative duties requiring excellent communication, writing and organizational skills such as establishing and maintaining comprehensive files and transaction records.
- Assists the Assistant Superintendent/District Compliance Officer in the investigation and timely resolution of formal complaints and incidents.
- Assists the Assistant Superintendent of Educational Services by researching, compiling and preparing background materials and information for board, cabinet and staff meetings.
- Support the coordination of confidential reports and notes used for negotiations related to Educational Services.
- Able to work independently and initiate work as well as determine priorities and delegate to appropriate staff.
- Coordinate, compile and submit the Office of Civil Rights (Federal) compliance Report to appropriate staff.
- Opens, reads and routes mail and marks important sections of mail for attention of the Assistant Superintendent.

- Respond to correspondence, on own initiative, on matters not requiring personal responses by the Assistant Superintendent of Educational Services.
- Responsible to conduct initial interviews in person or on telephone with students, teachers and parents, and either answer questions, refer to an appropriate staff member, or make appointments with the Assistant Superintendent of Educational Services.
- Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various other office equipment.
- Prepare various analytical, advanced technical and highly complex reports and documents when needed.
- Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports and other documents; duplicate a variety of materials.
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contact.
- Provide technical information concerning policies and procedures; interpret program policies, rules and procedures to assist staff at school sites and the public.
- Create departmental purchase orders and authorize payment in accordance with departmental procedures.
- Coordinate the Department budget control function with the Accounting Department as directed.
- Prepare and post agendas for the Board of Education as related to Educational Services.
- Serve as the back-up staff liaison with Novus, the electronic on-line agenda program.
- Provide administrative support to Assistant Superintendent of Educational Services and back-up administrative support for Superintendent.
- Perform related duties as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Complex, specialized legal and business filing systems.
- Microsoft PowerPoint, Excel, Word and Outlook.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.

Ability to:
- Plan, organize and prioritize work to meet schedules and time lines.
- Strong oral and written communication skills including ability to communicate with tact, patience and courtesy.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions and work independently with little direction.
- Work cooperatively with others
- Multi-task to complete work accurately and as directed with many interruptions

Education and Experience:
Bachelor's Degree or any combination of education, training and/or experience equivalent to eight years of relevant experience required.

PHYSICAL DEMANDS
Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of

shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**N**		Lift/carry 0-10 lbs	**O**
Twist	**N**		Lift/carry 11-25 lbs	**O**
Squat	**N**		Lift/carry 26-40 lbs	**N**
Kneel	**N**		Lift/carry 41-100 lbs	**N**
Climb	**N**		Stand	**O**
Reach above shoulder	**N**		Walk	**O**
Grip/Grasp	**O**		Sit	**I**
Extend/Flex Neck	**N**		Drive	**O**
Use Dominant Hand	**I**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**I**		Keyboarding/Mouse Work	**F**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.