

**CLASS SPECIFICATION**  
**Executive Assistant to Deputy/Assistant Superintendent**

**GENERAL PURPOSE**

Under general direction, serves as primary assistant to a Deputy or Assistant Superintendent and performs a wide variety of difficult, sensitive and confidential administrative support functions; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Executive Assistants to Deputy/Assistant Superintendent are responsible for providing secretarial, administrative and support services to a Deputy or Assistant Superintendent and for coordinating work with principals, department directors and other staff to ensure a smoothly operating office in a highly sensitive and changing environment involving District board members and top executives. An incumbent performs difficult, diverse and confidential duties in support of a Deputy or Assistant Superintendent and their interactions with the Superintendent, Board members, District department heads, principals, community organizations, interest groups and the public.

Executive Assistant to Deputy/Assistant Superintendent is distinguished from Executive Assistant in that incumbents in the former class provide administrative and secretarial support to a Deputy or Assistant Superintendent. This support involves dealing with sensitive, confidential and complex issues of District-wide impact and regular interaction with board members and top executives, requiring a thorough knowledge of District and department programs, policies and practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Serves as primary assistant to a Deputy or Assistant Superintendent; represented the executive in providing information on District policies and procedures and interacting with District administrators, managers, principals and staff and with external stakeholders on a wide variety of issues.
2. Performs a wide variety of administrative duties to support the work of the executive; types and/or drafts reports, memoranda, correspondence, contracts, agreements and other documents and reports often of a highly sensitive and confidential nature; takes dictation and transcribes confidential correspondence and reports; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures.
3. Writes, reviews, proofreads and/or edits board agenda items; organizes and maintains tickler files for division Board items; receives action items and memoranda for Board meetings from division departments and reviews items for accuracy and format; coordinates, reviews, assembles and prepares division packets and submits to the Superintendent's office for signature and submission to the Board; researches and gathers information on specific items; maintains and updates Board policies and administrative regulations for the division; coordinates the preparation of closed session agenda items within the division; participates in agenda review meetings.

4. Maintains the Deputy/Assistant Superintendent's calendar; coordinates, arranges and confirms meetings, conferences and appointments; screens requests for appointments; schedules District-wide and division meetings, institutes and in-services; attends division meetings to maintain up-to-date knowledge of division activities; takes and maintains minutes of meetings and distributes applicable information to department/division directors; maintains department/division calendar of activities and events; creates and maintains a wide variety of general and specialized files.
5. Assists with the division/department budget; runs financial activity reports and prepares budget transfers; prepares and updates District organizational membership lists for the adopted budget; may maintain and monitor instructional budgets.
6. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information, refers matters to appropriate District staff and/or takes or recommends action to resolve the request; provides school site support as needed.
7. Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Deputy/Assistant Superintendent and other department heads and managers.
8. Researches and assembles information from a variety of sources for the preparation of reports, correspondence and presentations for the Deputy/Assistant Superintendent; conducts special studies and recommends procedural or other changes.
9. Provides work direction and guidance to other secretarial and clerical staff and acts as lead administrative support employee for their division; delegates duties to office support staff which require routine or maintenance attention; determines steps necessary to follow complete assignments; trains support staff and management on proper formats for board presentation and provides appropriate guidelines and processes; provides backup support for other executive support staff.

#### **OTHER DUTIES**

1. Attends and represents District and support staff on committees and at meetings and/or with organizations that pertain to the District or Deputy/Assistant Superintendent's division; coordinates arrangements for monthly staff meetings.
2. Provides administrative support for classified and certificated negotiations; coordinates agenda items for the District and employee associations; coordinates scheduling of classified and certificated negotiation sessions; completes master contracts or re-opens after tentative agreements have been reached; attends meetings and records and distributes meeting minutes and charts; maintains and updates negotiation and MOU files; maintains attendance records for mandated costs reimbursements; coordinates and sends all agreements to all classified and management staff; coordinates with the Business Division regarding AB 1200 forms and sends to the County for approval; conducts salary and benefits surveys of comparable Districts as needed.
3. Assists with formal complaint processes; distributes formal complaint information and packets as requested; maintains records of forms sent out and tracks timelines for response; maintains files of complaints received and responses sent; works with complainants and District staff to assist in resolving complaints; researches complaints and prepares formal responses.
4. Assists in the facilitation and coordination of strategic planning processes; assists in the preparation of strategic plan progress reports and distributes to staff and administrators; prepares the plan for printing and

distribution; act as an internal recorder for annual plan updates; assists as needed in the updates of strategic plans for sites and collaboratives.

5. Advertises certificated management job openings; coordinates selection of interview panel members according to Board policies; generates timelines for management interviews for supervisor and cabinet approval; arranges screening dates with panel members; coordinates scheduling of interviews; generates Board items; arranges for selected candidates to meet with supervisor to sign employment contract.
6. Maintains and monitors the filing of conflict of interest forms completed by Board members, the Superintendent and designated employees in conformance with the requirements of the California Political Reform Act; works with the Office of San Bernardino County Board of Supervisors to ensure lists and forms are current and completed properly and determine if the District's conflict of interest code needs to be updated; answers questions on completion of forms.
7. Coordinates annual in-service retirement workshops with State Teachers Retirement System office and makes individual STRS counseling appointments; reserves conference rooms and notifies staff of in-service and individual counseling dates; coordinates individual counseling appointments with teachers and certificated administrators and the STRS technician.
8. Plans and coordinates employee, retiree and other recognition events; orders awards; sends invitations and notices; creates certificates; coordinates and prepares biographical information on honorees; sends recognition pins to sites and departments; coordinates arrangements for the annual retirement dinner with Teachers Association.
9. Prepares school calendars, including notations for holidays and required work days; compiles bell schedules, computes all instructional minutes and distributes to school sites for verification; coordinates and monitors the scheduling of Probation Officers assigned to work at middle schools with San Bernardino County.
10. Assists in the preparation of principal training modules and notebooks; facilitates dialogue sessions with groups of principals; issues information to principals and assistant principals regarding comp time and keeps current logs and files of days requested, accrued and used.
11. Reviews student expulsion packets prior to distribution; assists with student pre-expulsion, expulsion and administrative hearing panels as needed.
12. May serve as District notary.
13. May provide back-up for other administrative support staff as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, administrative guidelines, procedures and provisions of the Education Code applicable to areas of assigned responsibility.

4. The role and responsibilities of a public governing board and applicable state law, code and regulations governing the conduct of public meetings and maintenance of public records.
5. District administrative procedures and forms for human resources, risk management, contracting, purchasing, accounts payable, budgeting, travel and training processes.
6. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods and procedures.
8. Principles and practices of effective lead work direction.
9. District human resources policies and labor contract provisions.

**Ability to:**

1. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
3. Manage multiple and rapidly changing priorities.
4. Operate a computer and word processing software and other standard office equipment.
5. Take and transcribe dictation and type accurately at 55 WPM.
6. Organize, research and maintain complex and confidential office files.
7. Compose correspondence, prepare documents and make arrangements from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
12. Establish and maintain highly effective working relationships with District executives, elected officials, County representatives, administrators, staff, faculty, community leaders, students, union leaders and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and at least six years of increasingly responsible office administrative or secretarial experience. College-level coursework in public administration, business management or communications is highly desirable.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, County representatives, administrators, staff, faculty, community leaders, students, union leaders and others encountered in the course of work.

**WORK ENVIRONMENT**

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

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 2/15/2007

Effective 7/1/2007