

# WINDSOR UNIFIED SCHOOL DISTRICT

## Job Description

**TITLE: Executive Assistant to the Superintendent - Confidential**

**DEFINITION:** Under the direction of the Superintendent, plans, organizes and carries out a wide range of complex and confidential administrative work in support of the Office of the Superintendent and the Board of Trustees; as well as ensures the implementation of Board policies and administrative regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

#### **In support of the Office of the Superintendent:**

- Manages the day-to-day operation of the Office of the Superintendent; maintains necessary data, records and policies; performs administrative support
- Serves as community liaison between the Superintendent's office and parents, community and staff, surrounding issues or concerns, that may require Superintendent's attention or may be assigned to other designated staff
- Coordinates Superintendent's calendar
- Composes, compiles and prepares a wide range of electronic and/or paper communications, e.g. Board meeting records and files, Superintendent's correspondence, regular community newsletters, and needed community outreach messages
- Maintains budgetary and financial records of assigned programs
- Prepares reports for the organization and regulatory agencies
- Maintains complex and confidential files and records
- Serves as a liaison and communicates regularly with internal departments and outside agencies
- Organizes and coordinates special projects (including, but not limited to professional learning events, informational workshops/meetings), prepares various forms and reports on behalf of the Superintendent
- Provides administrative staff training and support for new systems being implemented (including, but not limited to systems using technology for communication and electronic Board meeting agendas)
- Reviews and verifies materials for completeness, accuracy, and conformance with established standards and procedures
- Makes travel arrangements
- Performs related work as required and other duties as assigned

**In support of the Board of Trustees:**

- Related to Board Meetings:
  - Maintains agenda calendar.
  - prepares and posts the agendas,
  - attends all regular and special,
  - takes minutes,
  - transcribes official minutes,
  - maintains official records of Board minutes and
  - edits and distributes summary of Board actions following each meeting
- Researches, analyzes and prepares Board policies, administrative regulations, and resolutions
- Maintains complex and confidential files and records
- Provides in-service training and resource guide to all new Board members as it relates to compliance requirements and preparation of Board items
- Provides Board member training and support for new systems being implemented (including, but not limited to systems using technology for communication and electronic Board meeting agendas)
- Keeps current on Brown Act and other legal requirements

**In support of the District:**

- Serves as the conduit for District communication to all constituents, including press releases and public or school announcements as appropriate
- Facilitates District-wide communication and trainings to School site secretaries
- Responds to community, staff, and governmental agency inquiries and directs specific inquiries to appropriate staff members for response
- Analyzes district and community expectations with a focus on improved services, processes and procedures

**REQUIRED QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Current office procedures, practices and equipment, including filing systems, telephone techniques, letter and report writing
- Operation of a computer and assigned software; required software: Microsoft Office Suite, Excel, PowerPoint, and Word and/or Google Suite – Docs, Forms, Sheets, etc. additional software: ESCAPE (Business/HR information system), AERIES (student information system), web-based communication software
- Correct English composition, usage, syntax, grammar, spelling, punctuation and proof reading skills
- Advanced principles of public relations and communication
- Interpersonal skills using high level listening skills, patience, tact, and courtesy
- Parliamentary procedure

- School district organization, operation and policies
- Methods of preparation of research and administrative reports
- Budget development and monitoring processes
- Safe work practices

**ABILITY TO:**

- Provide exceptional customer service
- Gather, organize, and analyze information
- Use practical judgment, creativity, and resourcefulness in planning and developing and implementing assigned projects
- Speak and communicate clearly and effectively in a variety of settings
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines, and professional practices
- Plan, organize and prioritize work flow, schedules, and procedures for the Office of the Superintendent
- Perform multiple simultaneous assignments with close attention to schedules and deadlines
- Maintain the confidentiality of personnel records and District related information
- Take responsibility and use good judgment in recognizing scope of authority
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, good judgment, and poise
- Operate a computer, including advanced word processing skills and including the ability to perform mail merges, print labels and envelopes
- Perform advanced desktop publishing, including use and manipulation of graphics for presentations
- Utilize the internet as a research and resource tool for work-related projects
- Prepare intermediate spreadsheets, including the ability to create, open, modify, save and print a new or existing spreadsheet and enter text and number
- Use a wide range of technology hardware and software

**EXPERIENCE, EDUCATION AND LICENSES:**

**EXPERIENCE:**

- A minimum of three years of successful experience of progressively responsible secretarial/administrative support positions, preferably in a School District

**REQUIRED EDUCATION:**

- High School Diploma
- Completion of professional training, workshops, and/or coursework in the areas of administrative support, office technology systems, and/or communications

**LICENSE AND/OR CERTIFICATES:**

- A valid Class C California Driver's License and evidence of appropriate insurance may be required

- A valid First Aid and CPR Certificate may be required (training provided)

**DESIRABLE QUALIFICATIONS:**

- Bilingual – Spanish/English
- An associates or undergraduate degree in secretarial science, communications, business or equivalent discipline

**PHYSICAL DEMANDS:**

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

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English and possibly a designated second language;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Climb slopes, stairs, steps, ramps and ladders;

Lift up to 20 pounds, carry up to 20 pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

While performing the duties of this job, the employee may occasionally encounter outside weather conditions.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

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