

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO
ASSISTANT SUPERINTENDENT OF EDUCATION SERVICES

Purpose Statement

The job of Confidential Administrative Assistant to the Assistant Superintendent of Educational Services is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding District Educational Services functionality, processes and procedures; ensuring efficient operation of all assigned support functions; and coordinating assigned projects and site activities.

This job reports to Assistant Superintendent of Educational Services

Essential Functions

- Administers Educational Services updates (e.g., handbooks, LCAP publications, etc.) for the purpose of ensuring accurate dissemination of information.
- Assists site administrators with post for social media (e.g., designing graphics, creating graphics, etc.) for the purpose of helping them to decide what materials to post and how to display the information.
- Communicates and deals effectively and courteously with the public, employees, and community members for the purpose of conveying and/or receiving information required to perform job functions.
- Compiles data/ information from a wide variety of sources (e.g., updated Board Policies for Education services, enrollments for assigned District Programs, etc.) for the purpose of preparing reports, making recommendations, and preparing information for assigned administrator, District employees, and/or parents.
- Coordinates a complex variety of meetings, and events (e.g., District Awards Ceremony, District competitions, large themed meetings, etc.) for the purpose of providing optimal planning, processing, communication, and implementation.
- Coordinates a wide variety of projects, with complex components (e.g., all STAIRS processes, transitional kindergarten processes, Williams Instructional Survey processes, CA assessment of student performance processes, processes for Test Operation Management System and Interim Assessment Benchmarks, etc.) for the purpose of ensuring accurate, scheduled completion and execution of District and State programs.
- Directs work of office personnel, ordering, receiving, distribution, inventory of supplies, gathering of current information, and equipment repair (e.g., collaborating and working with Warehouse for accurate distribution, etc.) for the purpose of ensuring efficient Educational Services operation.

- Implements travel arrangements (e.g., fees, travel, accommodations, materials, etc.) for the purpose of ensuring error-free conference attendance.
- Keeps informed about school and district activities, requirements of the law and Education Code, Board Policy and Administrative requirements, and other necessary information for the purpose of being knowledgeable on trends and changes for the functions of the office.
- Maintains the highest level of confidentiality and ethical and professional behavior for the purpose of ensuring compliance with established policies and regulatory guidelines; and ensuring confidentiality.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, complex employee records, school site records for assigned District and State programs, Williams Instructional Survey core curriculum educational materials, financial records, reports, material needs, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Manages coordination with warehouse (e.g., supplying all school sites with accurate general education textbooks and handbooks, etc.) for the purpose of ensuring delivery of necessary inventory to all District school sites.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g., PSA development and distribution, Board of Education agenda items, District postings to Facebook and Twitter, designs T- shirts and banners for district functions, needed educational services inventory for all District school sites, etc.) for the purpose of achieving implementation goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Prepares a wide variety of reports, documents, District publications, and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, Board of Trustees agendas, operational procedures, manuals, statistical data, enrollment data, may take minutes for Board of Trustees meeting, graphics as requested, etc.) for the purpose of documenting activities, providing complex historical documentation and written reference, and conveying information required.
- Researches a variety of protocols (e.g., all required District and State program protocols pertinent to District evaluations, etc.) for the purpose of providing information, recommendations, and current District, State, program data that address a variety of Educational Services requirements and achievements.
- Responds to a wide variety of inquiries and complaints from internal and external parties (e.g., employees, administration, Board of Education, parents, students, county agencies, state and federal agencies, community citizens, etc.) for the purpose of providing information, facilitating communication among parties and providing direction, and/or taking appropriate steps for adjustment.
- Supports assigned administrative personnel (e.g., Assistant Superintendent and Director of

Educational Services, Director of Student Support Services, and other administrators, as assigned, etc.) for the purpose of providing assistance with professional functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; planning and managing projects; communicating effectively when writing and speaking; assessing issues, and providing solutions; and planning and implementing all pertinent activities, events and programs.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; office machines; District Educational Services, regulations, and District/State programs/processes; District County, State, and Federal laws pertaining to state evaluation of District Educational Services; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; coordinating complex scheduling and implementation of Education Services processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience (Minimum): Four years job related experience with increasing levels of responsibility is required. Experience in an executive level office, preferably in a school district, is highly desirable.

Education (Minimum): 12th grade completion, plus additional schooling in specialized administrative support training. Community college and/or vocational school degree with study in job-related area is highly desirable.

Equivalency: Training and experience equivalent to 12th grade completion, plus additional schooling in specialized administrative support training.

Required Testing

None Specified

Certificates and Licenses

Valid Driver’s License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.