

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, perform responsible secretarial and administrative duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the Superintendent.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform responsible secretarial and administrative duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; maintain confidentiality of privileged and sensitive information.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Plan, coordinate and organize office activities and coordinate flow of communications for the Superintendent; obtain, explain and provide information to officials, staff, administrators, parents and others regarding office functions, policies and procedures; distribute copies of appropriate policies as requested.

Serve as a liaison with the public, board of trustees, dignitaries, management employees and staff members.

Receive and screen visitors and telephone calls; respond to requests, concerns and questions from visitors and callers; assist in resolving concerns of parents and community members.

Schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events.

Attend a variety of meetings and compile related material, notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff as appropriate.

Operate a variety of office equipment including a computer and assigned software, copier and fax machine.

Develop and implement office procedures to assure complete and timely operations; establish and maintain confidential files.

Serve as the backup to the Clerk of the Board of Trustees as needed; attend board meetings in the absence of the Clerk of the Board of Trustees and take and transcribe official minutes of the Board of Trustees; may be required, on a limited basis, to attend meetings of the Board of Trustees for the purpose of providing assistance to the Clerk of the Board of Trustees.

Maintain and prepare budget information; order office supplies and materials; maintain required records; prepare and process requisitions according to established guidelines.  
Communicate instructions and directions from the Superintendent to management personnel.

Review outgoing correspondence for signature by the Superintendent prepared by clerical/secretarial staff, management employees and outside agencies, for format, grammatical construction and accuracy.

Receive, sort, read, route and respond to mail as directed; identify and refer matters of priority.

Train and provide work direction to assigned clerical support staff; monitor office work flow and assure compliance with established time lines, procedures, and standards of quality.

**OTHER DUTIES:**

Participate on special projects and prepare special reports, forms and other materials as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Operation of office machines including computer equipment and specified software.

Budgeting practices regarding monitoring and control.

Telephone techniques and etiquette.

Business letter and report writing, editing and proofreading.

Public relations techniques.

Office management techniques.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Filing systems.

Principles and practices of training and providing work direction.

Data collection and organization.

**ABILITY TO:**

Perform responsible and confidential secretarial and administrative duties to relieve the Superintendent of a variety of administrative details.

Organize, coordinate and oversee office activities.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Answer telephones and greet the public courteously.  
Maintain a variety of complex and confidential files and records.  
Understand and resolve issues, complaints or problems.  
Type or input data at 60 words per minute from clear copy.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Assure efficient and timely completion of office and program projects and activities.  
Plan and organize work.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Train and provide work direction to others.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in secretarial science, business or a related field and five years of increasingly responsible secretarial experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*