



## LOWELL JOINT SCHOOL DISTRICT

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/CERTIFICATED PERSONNEL



Confidential Range Z

#### **JOB SUMMARY:**

Under direction of the District Superintendent, the Executive Assistant to the Superintendent coordinates work activities of the Superintendent's office and provides administrative support for the Superintendent and Board of Trustees including but not limited to communications, agendas, schedules, meetings, travel arrangements, and official proceedings. The Executive Assistant assists with interpretations of policies and regulations to officials, staff, and the public; and is responsible for the operation and administration of services related to certificated personnel; maintain records, compile data and prepare complex reports; provide technical assistance and complex assistance and supervise assigned staff.

#### **ESSENTIAL FUNCTIONS:**

*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 the classification.*

- Assists Superintendent in coordinating operation procedures, public relations, communications, and administrative support functions.
- Serves as a contact for the Superintendent with the public, department officials, media, and other employees as needed.
- Serves as the initial contact/resource for the Superintendent's office for the purpose of screening calls, visitors, and mail to organize the flow of communication.
- Organizes, develops and implements office practices and procedures as required by the California Department of Education, the County Offices of Education and the school district.
- Reviews correspondence directed to the Superintendent; independently prepares written communications, reports, manuals, minutes, and complex, confidential data and information on behalf of and/or for the Superintendent.
- Researches and obtains information, and computes data for reports, and/or special projects as assigned.
- Preparation, compilation, and distribution of agenda for Board of Trustees' meetings and Administrative Staff meetings.
- Attends District Board Meetings, completes minutes, and maintains official records; prepares public agenda items, reports and correspondence regarding Board actions; coordinates publication and distribution of Board policies and administrative regulations.
- Maintains and updates Board policies, legislative information, budget records, and subject index of major Board actions.
- Meets regularly with office managers to collaborate and coordinate District protocols.
- Interprets, communicates, and applies District rules, legal requirements, procedures and policies.
- Assists families and community members with complaints and requests for services or information.
- Performs secretarial duties related to the Superintendent's office.
- Maintains confidentiality and provides follow-up assistance on sensitive and confidential collective bargaining materials, legal issues, and other District actions.
- Coordinate and administer the inter and intra-district student transfer process.
- Makes reservations and travel arrangements for Board of Trustees and the Superintendent.

#### **Certificated Personnel**

- Coordinate the recruitment and selection process of certificated personnel, to include but not limited to transfers, and reassignments.
- Coordinate the employment, assignment, leaves of absence, transfers, and retirement of employees.
- Oversee the automated employee absence reporting system for certificated employees.
- Develop recruitment and retention programs to ensure adequate substitute staffing.
- Study and recommend personnel policies and programs, and implement as directed standard personnel procedures.
- Assists with interpretation and provide information on certificated human resources policies, rules and regulations to administrators and employees.
- Develop and maintain essential personnel records for all certificated District employees.

- Compile data for the negotiation process; maintain confidentiality of sensitive negotiation and other personnel-related information.
- Assists with interpretation of employee association contracts and implementation.
- Maintain HRS employee database.
- Prepare and update job descriptions and conducts salary surveys.
- Prepare Board agenda items for personnel; compile data and submit to administrators for collective bargaining activities; research data and compile reports and spreadsheets for multiple purposes throughout the school year.
- Maintain seniority data, layoff and reemployment lists, vacancy listings, job descriptions, salary placement, college unit posting, orientation and testing.
- Communicate as directed with legal counsel regarding personnel issues.
- Supervise and evaluate assigned personnel.
- Performs other related duties as assigned.

#### QUALIFICATION GUIDELINES:

##### Knowledge of:

- Office procedures and practices, including filing systems, telephone techniques, principles of business letter and report writing.
- Relevant statutes, legal requirements, policies, practices, and regulations.
- Collection and organization of data and information.
- General knowledge of modern office equipment and computer programs.
- Technology-based competencies required to satisfactorily perform the functions of the job including word processing, presentations, communications, databases and spreadsheets.
- Oral and written communication skills.
- English usage, spelling, grammar and manuscript and report formatting.
- Interpersonal skills using tact, patience and courtesy.
- Principles and procedures of teacher certification, compensation, employment, conflict resolution, and other personnel services.
- Applicable sections of the Education Code and other laws related to certificated personnel practices and procedures, including Board and District policies, procedures, and regulations.
- Principles of public administration, management, organization, employee training and supervision.
- Modern office practices, procedures and equipment.
- Computer software applications.
- Principles and practices of supervision and evaluation.

##### Ability to:

- Effectively and efficiently perform clerical, secretarial, and administrative assistant functions and activities.
- Analyze situations and use independent judgment to develop effective options in resolving problems and/or complex situations.
- Interpret and apply statutes, legal requirements, school district policies, practices and regulations, as well as those of local, county, State and national agencies.
- Produce complex documents and reports.
- Establish and maintain procedural systems and controls, and work priorities.
- Work under pressure and maintain effective and harmonious working relationships with school officials, other employees, outside agencies and the public.
- Provide excellent customer service.
- Find accurate sources of information in order to respond to requests for information.
- Maintain confidentiality of information.
- Effectively multi-task and work with disruptions.
- Pass a typing test at 60 words per minute.
- Effectively work with minimal direction.
- Establish and maintain cooperative relationships with staff, parents, students and District administrators.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply a wide variety of rules and regulations relating to the operation of the personnel department under the Education Code and the California Commission on Teacher Credentialing.
- Perform a variety of professional and technical duties involved in the conduct of the District's recruitment, selection, and employee discipline.

- Effectively advise appropriate personnel on disciplinary hearings, procedures and problems.
- Perform in situations requiring specialized knowledge, using tact, discretion and good judgment.
- Assume responsibility for assigned related activities and programs; plan and organize work meeting schedules and deadlines.
- Establish and maintain cooperative relationships with school staff, parents, students and District administrators.
- Communicate clearly and concisely, both orally and in writing.
- Effectively train, supervise and evaluate assigned personnel.

**Education/Training/Experience:**

Four (4) years of administrative or secretarial experience involving public contact. School district experience preferred.

**Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

**Work Environment:**

While performing the duties of this class, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is moderate.

**Mental Demands:**

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, parents, community members, vendors, and other organizations; occasionally required to deal with conflict situations.

**Physical Demands:** Ability to sit for extended periods of time. Walking, standing, bending, and reaching below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

**WORK PERIOD:**

12 months per year, 5 days per week, 8 hours per day