

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 di Tdice ult,ohighluiDf22hdf vu)

Executive Assistant to Deputy/Assistant Superintendent is distinguished from incumbents in the former class provide administrative and secretarial support to the Superintendent. This support involves dealing with sensitive, confidential information, high impact and regular interaction with board members and top executives. The incumbent is responsible for 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.

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 fina

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

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, inform