

**TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND BOARD**

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist the Superintendent, Board of Education, and administrative personnel through planning, coordination, and participation in support activities related to the assigned responsibilities of district administration. To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the Superintendent's office.

## **QUALIFICATIONS**

### ***Knowledge of***

1. Organization and operation of a public school district, administrative offices, and public and staff relations.
2. Good knowledge of the principles of public relations, supervision, and communications.
3. Practical working knowledge of district policies, rules, and regulations.
4. Principles of supervision and training of personnel.
5. Current office functions and types of clerical operations performed in public schools.
6. Financial record keeping methods and practices.
7. Correct English usage, spelling, grammar, punctuation, and math.
8. Principles of proper letter composition, correspondence, and report writing.
9. Numerical, alphabetical, and subject matter filing systems.
10. Safety rules and regulations for this position.

### ***Ability to***

1. Perform a variety of complex clerical and secretarial work at Senior Cabinet/Board of Education level involving use of independent judgment, initiative, and requiring accuracy and speed.
2. Maintain the security and confidentiality of specified records and information.
3. Provide leadership and direction to other secretaries and/or clerks.
4. Prioritize and coordinate workflow and timeliness for self and others.
5. Answer telephone, take messages, and/or provide information in a courteous manner.
6. Assist in the development of departmental goals and objectives.
7. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
8. Operate a variety of office equipment such as telephone, calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy.
9. Use computer and related software programs to include word processors and spreadsheets.
10. Type/keyboard accurately at a rate of sixty (60) words per minute.
11. Take and accurately transcribe dictation at a rate of ninety (90) words per minute.
12. Acquire and maintain a Notary Public commission.
13. Establish and maintain a variety of record keeping, reference, and data collection systems.
14. Provide a high level of customer service to staff and others contacted during the performance of required duties.
15. Be a productive and active team member.

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***Ability to (continued)***

16. Make accurate and timely decisions.
17. Perform the job functions in the job description.
18. Understand and carry out verbal and written instructions.
19. Work both collaboratively and independently while maintaining high standards of workmanship.
20. Communicate effectively and in both oral and written form.
21. Handle all matters in a tactful, courteous, and confidential manner.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.
23. Follow designated safety regulations associated with this position.

***Training and Experience***

1. Associate's degree desirable, or two years of college-level courses with an emphasis in public education, business, or personnel administration, supplemented by three to five years of progressively responsible experience in a public school district.
2. A work history demonstrating reliability and good attendance.
3. Three (3) years of executive level office experience, preferably including experience in a school district; or any combination of training and experience that could likely provide the desired knowledge and experience.

**ESSENTIAL FUNCTIONS**

1. Receives and transcribes confidential communications, composes correspondence for the Superintendent; evaluates communication priorities and keeps the Superintendent informed; distributes mail, screens and identifies and refers matters to the Superintendent in order of pre-determined priorities.
2. Relieves the Superintendent of technical and clerical administrative details; liaison between the County Office of Education, other district offices, staff and administrators; receives and handles telephone calls from schools, staff, parents, and other agencies and the general public where judgment and knowledge and interpretation of policies and regulations are necessary.
3. Maintains special confidential files; assists as directed in research projects and the preparation of special reports; organize filing system; train and supervise clerical staff in the Superintendent's office and coordinates operations; maintains meeting schedule and calendar of appointments for the Superintendent and board members traveling on district business; responsible for the preparation of Cabinet meeting agendas and minutes.
4. Communicates advice and instructions as an agent of the Superintendent.
5. Attends to administrative details as directed by the Superintendent.
6. Assists in maintaining communications and rapport among the Superintendent's Office, district staff, and the public.
7. Makes travel and conference arrangements for the Superintendent and Board.
8. Coordinates the process for Board member elections.
9. Ensures updated information is communicated to County, State, CSBA regarding elections, resignations, etc. of Board members.

**ESSENTIAL FUNCTIONS (continued)**

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10. Maintains the Brown Act book with directives and guidelines from legal sources Analyzes situations and takes appropriate action in a variety of procedural matters without immediate supervision.
11. Assists in coordinating Board of Education Annual Meeting materials.
12. Ensures updated information is provided to Riverside County Office of Education, and California Public School Directories; coordinates ordering and distribution for district.
13. Researches and compiles all Board Policies, Bylaws, and Administrative Regulations. Submits policies to the Board for adoption. Follows-up after Board adoption by providing policies to Board, staff, and CSBA. District liaison for GAMUT Manual Maintenance Program with exhibits as requested by the Board, Superintendent, and Cabinet members.
14. Assists with the development of departmental budget for Superintendent and Board.
15. Takes and transcribes dictation or uses dictation equipment for a wide variety of subjects, including information of a confidential and sensitive nature.
16. Independently composes correspondence on a wide range of subjects.
17. Compiles reports, handbooks, and special projects from a variety of sources.
18. Establishes and maintains a variety of record keeping, reference and data collection systems.
19. Analyzes situations and takes appropriate action in a variety of procedural matters without immediate supervision.
20. Compiles and types into appropriate format Board of Education agenda items and documents.
21. Takes and transcribes minutes for all Board meetings, following policy and guidelines.
22. Maintains security of official minute books.
23. Ensures meeting room is appropriately set up for Board meetings.
24. Provides meals for Board members as needed.
25. Prepares yearly calendar of Board meetings and schedule for agenda material deadlines.
26. Assists in the coordination and preparation of the board agenda.
27. Prepares annual report calendar and update for each Board meeting.
28. Prepares agenda and items submitted by the Superintendent.
29. Compiles and checks attachments to agenda from other offices.
30. Prepares agenda for duplication.
31. Oversees the distribution of the board agenda and documents in line with procedures and deadlines.
32. Oversees the posting of agendas for all regular and special Board meetings.
33. Oversees the faxing of board agendas to newspapers and others in line with procedures and deadlines.
34. Oversees preparation of agenda notebooks for Board members.
35. Follows district policies and procedures.
36. Performs other related duties as assigned; to include, but not be limited to, the duties of an Administrative Secretary on a temporary basis.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.*

**PHYSICAL ABILITIES**

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

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2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift/and or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to push and pull objects weighing up to thirty (30) pounds.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
11. Able to operate a motor vehicle in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

**SPECIAL REQUIREMENTS**

1. This position may require an individual who can read, write, and/or speak a secondary language.
2. Possession and maintenance of a valid state of California Driver's License.
3. Possession and maintenance of a Notary Public commission.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Management Status

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The evaluation will be completed by the Superintendent of Schools.

Approved by: Board of Education Date: December 14, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**