



Fremont Union High School District

Position: Executive Assistant to the Associate/Assistant Superintendent

Work Year: 246 Duty Days

Summary of Basic Functions & Responsibilities

Under the direction of an Associate/Assistant Superintendent, provide secretarial and office assistant services for an Associate/Assistant Superintendent; perform functions in support of district activities including the board agenda, policies and administrative regulations. Maintain district records including meeting minutes. Respond and communicate orally and in writing with internal and external clients including parents, staff, contractors and union representatives. Understand and work effectively with people from different cultures.

Distinguishing Characteristics

This class reports to an Associate or an Assistant Superintendent and is responsible for a major functional area within the District, including public information, Board support, business and community partnerships, legal, personnel, business, and instructional support functions.

Essential Duties & Responsibilities

- Draft, edit and produce records for a variety of meetings
- Research and compile data
- Prepare complex reports
- Organize, coordinate, and communicate information
- Respond to members of the community in a client-oriented manner
- Serve as a liaison with agencies and vendors
- Oversea departmental budgets
- Serve as Associate or Assistant Superintendent Designee in meetings with internal/external groups (includes meetings at night)
- Communicate with staff to update and revise Board Policies and Administrative Regulations pursuant to Education Code, new laws and mandates.
- Will evaluate or have input into the evaluation of a variety of classified staff
- Assist in the implementation of insurance and risk management issues.
- Conduct trainings on specialized topics (e.g., field trip paperwork requirements, workers compensation claim filing).
- Prepare correspondence, minutes of meetings, and other narrative memoranda and distribute in a timely fashion.
- Gather information, determine format and prepare complex reports.
- Assist coordination and communication of a broad range of functions.
- Organize and expedite the flow of work through the office, making determinations as to the proper distribution of incoming mail and outgoing correspondence.
- Schedule meetings and appointments and maintain calendars; arrange special meetings and prepare agendas and materials as directed.
- Prepare, distribute and maintain a variety of time sensitive legal documents.
- Expedite telephone calls; greet visitors and direct to proper locations; discuss district policies and procedures with the public or other district personnel.
- Perform special projects and prepare special reports as directed.
- Maintain confidential files and other files.

- Maintain various office records and statistical reports.
- Coordinate communications and liaison with the Communication Coordinator as necessary.
- Assist in providing policy and program interpretations to administrative and instructional staff for public and community leaders.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills:

- High-level English, grammar, spelling, composition and vocabulary.
- School District organization, rules and regulations; applicable laws and statutes.
- Principles of office and time management.
- District operating procedures and organization
- Board Policies and Administrative Regulations
- CSEA, FEA, and AFT-CFT contracts
- Relevant Education Code sections.
- Basic math and computation methods.
- Community relations and community information principles and practices.
- Educational resource materials.
- Basic business practices.

Abilities:

- Perform objective research, compiling data and other information.
- Perform a wide variety of complex office work involving independent judgment.
- Prepare difficult reports.
- Use appropriate software programs
- Respond to the public in a client-oriented manner.
- Follow oral and written directions.
- Read, understand, apply and explain technical policies and materials.
- Work cooperatively and effectively with parents, administrators and the public.
- Organize and manage an office, dealing with diverse functions and top-level administrators.
- Work efficiently as a team member.

Education and Experience:

- Any combination equivalent to an A.A. degree in office management or business administration and six years of increasingly responsible secretarial experience, including four years of experience as a secretary to a key administrator; additional qualifying experience may be substituted for the required education on a year-to-year basis.
- B.A. in public education, public administration or business administration is desirable.

Licenses and Other Requirements:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

Environment:

- Office environment.