



## **Fremont Union High School District**

**Position: Executive Assistant - School Site**

**Work Year: 12 months**

### **Summary of Basic Functions & Responsibilities**

The Executive Assistant serves as a key member of the site administrative team. The Executive Assistant is expected to support the principal and function as the office manager for the main Administrative Office. Under the direction of the principal, the Executive Assistant will assist the administrative staff to implement an effective instructional program, provide oversight of the school physical plant, monitor the school budget and the student activity program, and provide support to the certificated and classified staff. The Executive Assistant needs to understand and work effectively with people from different cultures and maintain a positive relationship with the school community.

#### **Distinguishing Characteristics:**

- This class reports to the principal and is responsible for a major functional area within the school including administrator support, business and community partnerships, legal, personnel, business, and instructional support functions.

#### **Essential Functions:**

- Draft, edit and produce records for a variety of meetings
- Utilize available technology
- 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
- Serve as principal's designee in meetings with internal/external groups (includes night meetings)
- Will evaluate or have input into the evaluation of a variety of classified staff

### **Essential Duties & Responsibilities**

- Prepare correspondence and other narrative memoranda and distribute in a timely fashion.
- Evaluate situations (e.g., complaints, hostile visitors, and hurt feelings) for the purpose of taking appropriate action and/or direct to appropriate personnel for resolution.
- Keep principal/administrative team informed of problems, potential problems, emergencies, conflicts and a wide variety of school or district operations for the purpose of supporting the smooth operation of the site.
- Gather information, determine format and prepare complex reports such as mandated cost reimbursement claim documentation.
- Process initial workers compensation claims on line and maintain records related to compliance.
- Assist in coordination and communication of a broad range of functions.
- Organize and expedite the flow of work through the office.
- Schedule meetings and appointments and maintain calendars; arrange special meetings, events and activities and prepare agendas and materials as directed.
- Provide work direction and train staff and students as needed.
- Arrange for classified substitutes as necessary and maintain corresponding records.
- Prepare, distribute, and maintain a variety of time sensitive legal documents.
- Participate on interview panels when requested to do so.

- Expedite telephone calls; greet visitors and direct to proper locations; discuss district policies and procedures with the public or other district personnel.
- Complete special projects and prepare a variety of reports as directed.
- Maintain confidential files and other files.
- Maintain various office records and statistical reports.
- Keep track of employee calendars (e.g., vacations) and attendance
- Contribute to employee evaluations
- Assist in the implementation of a public information program.
- Assure accessibility and availability of information to press, media representatives, district staff and community and receive requests for information from the staff/community.
- Develop special brochures, flyers and other publications.
- Communicate all necessary information and instructions to school/division staff; provide general and specific information or interpretations of school/district policies, procedures and schedules; act as a liaison with various district divisions and the community.
- Assist in providing policy and program interpretations to administrative and instructional staff for public and community leaders.
- Assist in the development and monitoring of the school/department budget.
- Process purchase requisitions and receipts for materials.
- Perform related duties as assigned.

## **Qualifications**

### Knowledge of:

- High level English, grammar, spelling, composition and vocabulary
- School District organization, rules and regulations; applicable laws and statutes
- Principles of office and time management
- Record keeping and filing systems
- 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:

- Work confidentially with discretion.
- Read, understand and explain general and technical policies and materials; maintain harmonious staff and public relations.
- Perform objective research, compiling data and other information.
- Use appropriate software programs.
- Prioritize multiple tasks and projects.
- Perform a wide variety of complex office work involving independent judgment.
- 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 communicate effectively with staff, parents, students, and the public.
- Coordinate with other staff using leadership and judgment.
- Work efficiently as a team member.

**Education and Experience:**

- Relevant post-secondary training and office management experience supplemented by demonstrated oral and written communication skills; demonstrated organizational ability; demonstrated expertise in technology.
- B.A. degree desirable.
- Recruitment and selection may be made for a specific area of expertise.

**Licenses & Certificates:**

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:**

- Office Environment with frequent interruptions.