



Fremont Union High School District

Position: Executive Assistant to Deputy Superintendent

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Provides office assistant services to the Academic Deputy Superintendent and coordinates communications among members of the Teaching and Learning team, school sites and other divisions of the District Office including the Superintendent. Operationalizes a commitment to serving the needs of teachers, administrators and the public, while maintaining the policies and procedures of the Fremont Union High School District. Maintains a high-quality customer- service stance at all times and works effectively with people representing diverse cultures, perspectives and needs.

Coordinates Professional Development Activities

- Produces and organizes materials, secures meeting space necessary technology; orders meals; coordinates with schools as necessary to arrange substitutes or compensation for participants.

Serves as liaison between school site staff, the public and members of the Teaching and Learning Team

- Serves as “first responder” to inquiries from the public or schools; takes initiative to solve problems that can be dealt with directly and/or directs calls and inquires appropriately.

Designs and implements procedures that facilitate the work of all members of the Teaching and Learning Team

- Monitors expenditures related to Teaching and Learning programs and staff; manages workflow for development, review and approval of Board agenda items from all members of the team; keeps and disseminates minutes of key meetings.

Collaborates as a member of the District Office Executive Assistants team to prepare Board Agenda items, meetings and Board related activities

- Works in coordination with other Executive Assistants to plan and support activities of the Board and Superintendent.

Produces high quality documents, materials and publications

- Is confident and proficient in all aspects of Microsoft Office; composes initial drafts of letters and memos as appropriate; creates and manipulates spreadsheets and databases to represent information in useful ways; creates graphics that communicate information effectively for publications and presentations.

Takes initiative to research and organize resources

- Conducts queries and searches of internet resources and databases including Infinite Campus; GAMUT; Cruncher and a variety of professional journals etc. to support the work of the Deputy Superintendent and Teaching and Learning team.

Essential Duties & Responsibilities

- Organize and coordinate workflow through the Deputy Superintendent's office.
- Receive calls to the Deputy Superintendent's and Superintendent's Office.
- Independently compose confidential and routine correspondence, reports, memos, and materials for the Deputy Superintendent and administrative staff as necessary.
- Oversee and update District Board Approved Instructional Materials database.
- Review all Teaching & Learning requisitions through QCC.
- Oversee District meeting supplies.
- Assist in coordinating yearly Administrators Retreat.
- Organize and coordinate Board Community Service Awards.
- Keeps and disseminates notes from Principals meetings and other key meetings
- Oversee Teaching & Learning staff attendance.
- Prepare and submit agenda items for Board meetings.
- Update yearly fingertip emergency directory.
- Work with CDE to resolve grant related issues/questions
- Support Superintendent's office in Board meetings with awards and certificates.
- Support Superintendent's office in planning District events, such as meetings, receptions and recognitions.
- Organize and maintain legal/confidential files.
- Act as liaison between the public and the Deputy Superintendent as necessary.
- Prepare agendas, meetings and conferences for the Deputy Superintendent and Teaching and Learning staff; make necessary arrangements for meetings; follow up after the meetings with appropriate documentation as directed.
- Assist in establishing the proper atmosphere for the Deputy Superintendent's office.
- Interact with and support District and school staffs as needed.
- Oversee budgets controlled by the Deputy Superintendent.
- Make appointments for the Deputy Superintendent as directed.
- Interpret and apply District policies, rules, regulations, procedures, and laws.
- Understand District operation as necessary to carry out assigned responsibilities.
- Establish and maintain effective working relationships with Educational Services Center staff.
- Communicate effectively, both orally and in writing.
- Perform other duties as assigned.

Qualifications

Knowledge of:

- Office management, business practices, files and record keeping systems.
- Responsibilities associated with personnel services.
- Proper language usage, grammar, and spelling.
- Basic arithmetic concepts.
- Public administration, supervisory principles and public relations.
- State Education Code and rules and policies relating to the District's operation.
- Rules and regulations; applicable laws and statutes.

Abilities:

- Exhibit tact in dealing with information and communications.
- Perform a variety of responsible secretarial work and coordinate a volume of administrative detail.
- Understand and follow difficult oral and written instructions.
- Familiarity with spreadsheets and databases.
- Change and adapt office procedures and details to changing needs and requirements.
- Meet and deal effectively with District officials, administrators, teachers, parents, and the public.
- Use modern office methods, procedures and equipment.
- Perform objective research, compiling data and other information.
- Perform a wide variety of complex office work involving independent judgment.
- Prepare difficult reports.
- Respond to the public in a client oriented manner.
- Follow oral and written directions.
- Read, understand, apply and explain technical policies and materials.
- 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.
- A Bachelor's Degree in public education, public administration or business administration is desirable.

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