

JUNCTION ELEMENTARY SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT 231 Day Calendar

Brief Description of Position

Under the direction of the District Superintendent, performs complex and executive secretarial and administrative services to assist the Superintendent. This is a confidential classified position requiring advanced organizational planning, the performance of administrative duties and tasks requiring the exercise of independent initiative, knowledge, judgment and tact and the ability to relieve the Superintendent of administrative detail. Duties require access to and possession of information pertaining to employer/employee relations and confidential matters related to the collective bargaining process.

Duties and Responsibilities

1. Research and interpret laws relating and applying to policy, create draft policy for review and maintain policy manual.
2. Updates all Board Policies as necessary
3. Updates approved Board Policies in Gamut Online
4. Attends all board meetings. Prepares agendas and minutes for the Governing Board and other meetings as assigned.
5. Assists Superintendent in public relations and marketing opportunities.
6. Maintains close relations and liaison with other departments and school site personnel while sustaining the District's integrity and security.
7. Prepare contracts for certificated employees and administrative staff; prepare and distribute change notification forms for both certificated and classified personnel; maintain a variety of personnel records; update personnel records regarding TB tests, first aid certificates and related matters.
8. Prepares confidential correspondence and bulletins for the Superintendent; composes correspondence as necessary.
9. Prepares statistical data and reports as assigned and received.
10. Performs duties related to employee recruitment; PRF forms completed Ed Join postings, and distributes and schedules interviews
11. Serves as the Human Resources Coordinator and provides all new hire Onboarding paperwork
12. Maintains Confidential files including Credentials and monitoring
13. Review and interpret highly confidential information.
14. Analyze situations accurately and adopt an effective course of action.
15. Receives and reviews all mail and correspondence directed to the office of the Superintendent to assure its proper distribution. This may require assembling or attaching appropriate data relative to specific items.
16. Receives, welcomes, screens and refers visitors and telephone inquiries to the Superintendent; when appropriate, directs them to others or resolves the callers' requests as necessary.
17. Maintains the Superintendent's files and calendar. Schedules and coordinates appointments and makes travel arrangements.
18. Continues professional development in administrative, communications, human relations, financial analysis and management skills.
19. Maintains a high level of public image in all contacts.

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT – Page 2

20. Uploads Aeries files to calpads and reviews any errors.
21. Reviews Calpads uploads for errors. Responsible for Certification of Data
22. Serves as the Title IX Coordinator
23. Assigns Teacher Mentor for Tehama Teacher Induction Program
24. Handles NCSIG Insurance claims
25. Assigns Keenan training & CPR/First Aid for required employees. Tracks participation
26. Completes and distributes all Special Ed Transportation requests
27. Serves as the Custodian of Records (COR) Fingerprints
28. Maintains Middle School Student Council accounts. Makes Deposit and updates spreadsheet
29. Uploads required documents to the Website
30. Performs other duties as assigned by the direct supervisor or by Board Policies and Administrative Regulations.

Qualifications

1. High school diploma or equivalent, supplemented by a business college or secretarial training.
2. A minimum of five (5) years experience in a progressively higher level of executive secretarial/administrative work, preferably within a school district environment.
3. A working knowledge of laws related to open public meetings and the Brown Act.
4. Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations.
5. Use modern office practices and procedures and standard office equipment operation.
6. Ability to self-start in performing responsible, complex administrative and clerical work.
7. Compose difficult letters independently.
8. Maintain and compile accurate and complete records and reports.
9. Research, analyze and prepare reports on issues with minimal supervision.
10. Ability to relate well with diverse cultural and socio-economic groups.
11. Specialized duties require access to and possession of information relating to employer-employee relations; therefore this is a confidential position and not a part of the Classified Bargaining Unit.
12. Maturity, confidence, tact and personal judgment required of a professional executive assistant to effectively deal with stressful, diverse and dynamic work situations.
13. Ability to supervise support staff as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; or crouch. The employee frequently reaches with hands and arms.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, and extreme heat. The noise level in the work environment is usually moderate.

ADOPTED: 10/16/19

Updated: 10/12/21