

## SAN RAFAEL CITY SCHOOLS

### EXECUTIVE ASSISTANT – ~~CURRICULUM & INSTRUCTION DEPARTMENT~~ ASSISTANT SUPERINTENDENT, EDUCATION SERVICES JOB DESCRIPTION

**261 Days (12 Months) – Range 3 Confidential Salary Schedule**

**SUMMARY:** This is a confidential position responsible to the ~~Deputy Assistant~~ Superintendent, ~~Curriculum and Instruction~~ **Education Services**, who acts as administrative assistant and aide to the ~~Deputy Assistant~~ Superintendent and the entire ~~Curriculum & Instruction Department~~ staff; performs difficult and varied secretarial and clerical work independently; handles administrative details not requiring immediate referral to or supervision of the ~~Deputy Assistant~~ Superintendent; coordinates communication and information; answers questions, explains policies and regulations, and assists staff members and the public in cases where judgment, knowledge and interpretation are required. The position requires some flexibility in shift, to accommodate evening or late afternoon meetings. This position requires a six month probationary period with the option of extension up to twelve months to allow adequate time to learn the position duties.

**JOB GOAL:** To ensure the smooth and efficient operation of the ~~Deputy Assistant~~ Superintendent, ~~Curriculum and Instruction~~ **Education Services Department** so that the department's maximum positive impact on the education of children can be realized.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES/FUNCTIONS:**

##### ***Work Performance***

- Performs all secretarial and confidential work as assigned by the ~~Deputy Assistant~~ Superintendent, ~~Curriculum and Instruction~~ **Education Services**
- Coordinates the efficient workflow of the school system relative to the responsibilities of the ~~Deputy Assistant~~ Superintendent and the ~~Department~~
- Maintains an administrative job calendar/tickler file and utilizes its contents to keep the ~~Deputy Assistant~~ Superintendent, ~~Curriculum and Instruction~~ **Education Services** informed
- Maintains a schedule of appointments for the ~~Deputy Assistant~~ Superintendent; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency
- Assists the ~~Deputy Assistant~~ Superintendent and ~~Department~~ in preparing reports required by law, administrative code, board policy and grant reporting
- Prepares and processes purchase orders for the ~~Deputy Assistant~~ Superintendent and ~~Department~~, and for curriculum-related materials; distributes materials to appropriate personnel when orders are received
- Prepares agenda items for meetings of the board of education and complies/organizes related back-up materials
- Assists ~~Deputy Assistant~~ Superintendent in monitoring timely Board policy updates based on quarterly CSBA revisions/adoptions
- Processes all mail/fax/correspondence for the ~~Deputy Assistant~~ Superintendent and ~~Department~~, maintaining appropriate records and filing mail/correspondence as needed
- Places and receives telephone calls, records messages for the ~~Deputy Assistant~~ Superintendent and ~~Department~~ and follows up on telephone requests in accordance with the procedures established by the ~~Deputy Assistant~~ Superintendent

- Duplicates and packages materials accurately and disseminates them promptly as directed
- Types, duplicates and distributes curriculum documents, meeting minutes, agendas, and other communications for the ~~Deputy Assistant Superintendent and Department~~
- Assists the ~~Deputy Assistant Superintendent and Department~~ in organization and preparation of staff development days, courses, workshops and other activities and maintains a database record of staff participation in the district's Staff Development Program in order to provide information to the Business Office and auditors
- Prepares materials for and maintains accurate accounting systems for the ~~Department's~~ annual budget and account of monies spent for staff development
- Types grant proposals and maintains accurate accounting of all grant monies utilized, including preparation of reports as required by grant guidelines
- Designs various forms (electronic, fillable and hard copy) and distributes ~~on behalf of the Department~~ to administrators/supervisors/other district staff when consistency of projects is required (i.e. pacing guides, field trip approval, testing materials order, curriculum guides)
- Types annual testing reports as needed; maintains matrices of district testing dates; orders testing materials as required for schools and distributes practice testing materials to schools for teachers and students as needed
- Assists the Superintendent's office as needed with daily operations and/or completing special projects (i.e. District Calendar ~~and approval of District flyers~~) that may be assigned by the Superintendent or ~~Deputy Assistant Superintendent~~
- Maintains confidential files and correspondence processed by the ~~Deputy Assistant Superintendent and Department~~
- Assists the ~~Deputy Assistant Superintendent~~ with negotiations items for all bargaining units as needed
- Greets visitors and screens and prioritizes access for specific individuals
- Prioritizes and manages multiple projects simultaneously and independently, following through on issues in a timely manner
- Plans, organizes, establishes, and maintains a complex data management, storage and retrieval system
- Maintains and updates the ~~Curriculum and Instruction Department~~ **Education Services** webpage
- Performs other tasks and assumes other responsibilities as the ~~Deputy Assistant Superintendent~~ may assign

### ***Work Traits***

- Maintains confidentiality as required and appropriate
- Maintains a professional demeanor and appearance, and a positive, helpful, constructive attitude and working relationship with all staff, co-workers and the public
- Demonstrates an openness to discuss and initiate suggestions
- Demonstrates initiative, independence and decision-making appropriate to the performance of tasks for this position
- Makes efficient use of available time and resources including demonstration of the ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job
- Provides well-organized, accurate work
- Demonstrates a willingness to assist and work cooperatively with colleagues
- Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

High school diploma required. Post-secondary education equivalent to graduation from a recognized four-year college or university is preferred. A minimum of five years experience as an administrative or executive assistant or similar position is required.

### **SKILLS, KNOWLEDGE & ABILITIES**

Must be able to perform multiple tasks with a potential need to participate in staff development opportunities in accordance with district guidelines and resources in order to enhance job-related skills and knowledge. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including proficiency in the use of computer system and word processing software such as Microsoft Office (Word, Excel, PowerPoint and Outlook); word processing/typing; and preparing and maintaining accurate records. Excellent oral and written communication skills are essential. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar is required. Familiarity with website management (i.e. School Loop), database usage (i.e. Aeries) and data analytic tools (i.e. Data Director) is highly desired.

### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense reimbursed)

### **PHYSICAL REQUIREMENTS**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, particularly to perform keyboarding tasks daily. Sufficient hearing and speaking ability for normal voice level and telephone conversations and to hear and speak to be understood in indoor and outdoor settings. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

*The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.*

Board approved: August 27, 2012

Technical Revision: November 17, 2014