

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788 San**  
**Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** *Executive Assistant to the Superintendent*  
**WORK YEAR:** *260-day*

**JOB DESCRIPTION:** *To assist the Superintendent to plan, organize, coordinate, monitor, and participate in district leadership activities, including those related to the work of the Board of Trustees. Employees in this job classification perform highly complex and confidential work, receiving limited supervision within a broad framework of policies and procedures. This job class exercises a high degree of responsibility, initiative, and the ability to work effectively under strict time constraints as well as effective communication skills. This position requires clear, concise, and professional communication with the public, employees, and various agencies. Employees in this class must demonstrate initiative, tact, patience, good judgment, and confidentiality.*

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

1. *Performs highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and the flow of communication for the Superintendent; maintains confidentiality of privileged and sensitive information. (E)*
2. *Researches information and prepares correspondence, memos and reports; develops procedures, systems and forms necessary to facilitate the smooth operation of Superintendent's Office (E)*
3. *Attends Board of Trustees meetings, takes notes of business transacted and transcribes reports of minutes for review and editing by the Superintendent. (E)*
4. *Receives, screens and routes telephone calls; greets and assists visitors; refers callers or visitors to appropriate staff members, takes and relays messages; responds to requests, complaints and questions from media, parents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed. (E)*
5. *Composes correspondences independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists, flyers and other materials as directed; prepare, format, edit, proofread and revise written materials. (E)*

6. *Maintain and coordinate the Superintendent's calendar of appointments; prepare and disseminate calendar of events, coordinate and arrange special events and appearances for the Superintendent; create, alter, adjust or delete appointments and meetings with education/community leaders and organizations, Cabinet, staff members and the public. (E)*
7. *Coordinate and organize public relations and related activities for the Superintendent and the District; prepare and assure access of a variety of documents, files and other paperwork for the public; represent and develop a positive image of the Superintendent and the District through office and personal community contracts; communicate with a variety of agencies and members of the community to enhance public relations. (E)*
8. *Maintain designated department budget and assure assigned accounts are accurate and expenditures are within federal or state requirements; collaborate with the Superintendent on the annual department budget; make adjustments and changes as directed. (E)*
9. *Schedule and prepare room for Board meetings; prepare documents for signature by Board members and Superintendent (E)*
10. *Provide information on established district policies and procedures; services Policy Committee to assure Board policies and bylaws are up-to-date and posted to our website, serve as liaison between the members of the Board of Education and members of the community, parents and staff. (E)*
11. *Coordinate conference and travel arrangements for the Superintendent and for members of the Board of Education, and maintain related files and records. (E)*
12. *Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communication in a timely way. (E)*
13. *Responsible for special projects as assigned.*

**KNOWLEDGE/SKILLS/ABILITIES:**

1. *Knowledge of:*
  - \*Effective oral and written communication techniques.*
  - \*Computers and applications*
  - \*Office procedures and practices, including filing systems, receptionist, and telephone techniques.*
  - \*Precision data management, which may involve collection, recordkeeping, and or reporting.*
  - \*Policies, rules, and regulations of the district*

2. *Ability to:*
- \*Maintain cooperative and harmonious relationships with the public, administration, and site staff*
  - \*Follow oral and written directions.*
  - \*Communicate and relate with others in an effective and sensitive manner, both orally and in writing.*
  - \*Read, write, and speak correct English.*
  - \*Initiate good conceptual ideas with practical applications*
  - \*Perform difficult and responsible secretarial and clerical work with speed and accuracy.*
  - \*Work across a variety of data management systems*
  - \*Display great flexibility to a constantly changing environment*
  - \*Work independently, and function under pressure and time constraints.*
  - \*Maintain cooperative and harmonious relationships with the public, administration, and site staff.*

#### **PHYSICAL**

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 0-20 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 21 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

#### **MENTAL**

- Ability to communicate effectively orally and in writing, work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.

- Must be able to plan and prioritize work to handle multiple tasks and requests.
  - Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
  - Ability to work with students to minimize disruptive behaviors.
- *Must be able to read/write/speak English and possess basic mathematical skills.*
  - *Education and/or Experience Required:*
  - *Four (4) years of increasingly responsible executive secretarial experience, with at least one year of responsible experience within the school system environment.*
  - *Valid California driver's license, with proof of auto insurance.*
  - *High school diploma or equivalent*
  - *Valid First Aid and CPR Certification desirable.*
  - *Type at a speed of 60 words per minute accurately*

**SALARY:**     *Placement on the Management Salary Schedule, Range 22*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Board Approval: 4/11/2024**