



JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT, INSTRUCTIONAL SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent of Instructional Services, perform a variety of complex, technical and responsible secretarial and clerical duties in support of Instructional Services; organize and coordinate communications between the Assistant Superintendent and parents, teachers, District personnel and others; maintain comprehensive records and prepare reports related to Instructional Support Services.

ESSENTIAL FUNCTIONS:

- Performs complex and responsible secretarial duties for the Assistant Superintendent, Instructional Services; establish work priorities and manage office activities.
- Respond to questions from parents, District personnel and government agencies regarding assigned functions; provide information and resolve problems and issues not requiring the personal attention of the Assistant Superintendent.
- Coordinate activities with site personnel and State and Country representatives; prepare and distribute calendars for school sites and departments.
- Prepare and maintain comprehensive records related to assigned departmental functions; maintain encumbered budget for assigned programs and accounts.
- Compile and organize data for inclusion in financial, statistical and narrative reports for District, State and federal offices; format, type, proof, duplicate and distribute reports and notices to parents and students.
- Interpret, apply and explain District policies and procedures and State and federal regulations related to assigned functions.
- Assist in overseeing the District print shop, assist with work schedules and establishing priorities; questions concerning work hours, leave and paychecks.
- Prepare and process purchase orders according to established procedures; process orders for textbooks and other instructional materials.
- Maintain confidentiality of a variety of sensitive materials and information.
- Organize and manage the Assistant Superintendent's office assuring efficient operations; coordinate communications; serve as a liaison between other District personnel.
- Perform difficult secretarial and clerical work involving the use of independent judgment and an understanding of District policies and procedures.
- Provide information to administrators, other employees, parents and the public as necessary; interpret and explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures related to areas of personnel and instruction.
- Interview callers, both in person and on the telephone; screen and refer callers to other individuals as appropriate or resolve problems and questions from parents and District personnel.
- Maintain calendar for Assistant Superintendent; schedule appointments and make travel and hotel arrangements as required.
- Collect and consolidate statistical data and back-up material; prepare statistical, business and administrative reports; review incoming correspondence; open, sort and route mail.
- Compose difficult correspondence independently on a variety of matters from note, rough drafts or verbal instructions.
- Coordinate clerical work required in the preparation of materials for presentation to the Governing Board; take and accurately transcribe dictation; prepare agendas, attend meetings and develop minutes as needed.
- Maintain complex and confidential files, including records of special projects, instructional services personnel, correspondence, instructional programs, community service projects and District policies and procedures.
- Operate a variety of office machines and equipment including computer, word processor, facsimile



machine and copier.

- Maintain and update District board policies.
- Prepares board agenda items.
- Support department staff with organization and creation of assessments.
- Perform other related duties as needed.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related business field and four years of increasingly responsible secretarial experience involving contact with the public.

Licenses and other Requirements:

Valid California driver's license.

Mental Demands

Language Skills:

Ability to: read, analyze and interpret business periodicals, journals, technical procedures, or governmental regulations; compile information and write clear and comprehensive reports, business correspondence and minutes of meetings using correct English usage, grammar, spelling, punctuation and vocabulary; read, interpret, apply and explain District and Board policies, procedures and applicable laws; communicate effectively with others in person or on the telephone.

Mathematical Skills:

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; maintain accurate statistical and financial records.

Reasoning Ability:

Ability to: solve practical problems and deal with concrete variables in situations where only limited standardizations exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form, learn quickly and apply specific laws, regulations, rules, policies and procedures of the District and functions to which assigned; exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations; establish and review work priorities.

Other Skills and Abilities:

Demonstrate knowledge of:

Principles and practices of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Modern office and secretarial practices, procedures and equipment.

Administrative office management and secretarial skills.



Financial and statistical record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Public relations activities.

Demonstrated abilities to:

Perform responsible and complex secretarial and clerical duties with speed and accuracy.
Learn the organization, policies and rules of the Instructional Services Department quickly.
Organize complex materials and summarize in report form.
Collect statistical data and back-up material for agenda items.
Take minutes at meetings as assigned.
Work confidentially with discretion.
Work independently with little direction.
Operate a variety of office machines including computer, word processor, typewriter, calculator and copy machines.
Type accurately at an acceptable rate of speed.
Prepare reports by gathering and organizing data from a variety of sources.
Prepare comprehensive narrative and statistical reports and special projects.
Maintain a variety of filing systems, files, records and statistics.
Plan and organize work.
Meet schedules and time lines.
Establish and maintain effective and cooperative relationships with others.
Work effectively with many interruptions.
Make arrangements for meetings, workshops and conferences.

PHYSICAL REQUIREMENTS:

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 individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Frequent Activities: walk to other offices in the building to attend meetings or deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp 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.



Position Environment:

Work is usually performed in a District office; subject to frequent interruptions. Occasionally, the employee in this class may be required to drive to various locations to conduct District business.

Exposures, Risks and Hazards:

While performing the duties of this classification, the employee regularly is exposed to the normal risks and hazards of operating computer-related equipment.

Board Approved: 01/11/00

Job Title Change Board Approved: January 25, 2022

Revised: April 26, 2022



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER