



Confidential Management Job Description

Board Approved: February 10, 2016

Position Title: **Executive Administrative Assistant**
Contract Term: 12 months
Salary Range: Confidential Management Salary Schedule - Range 29

GENERAL DEFINITION:

Under general direction of the Superintendent, plans, organizes, coordinates, and performs executive office functions that support the Superintendent, Board of Education, and other District-level administrators. Coordinates and performs a variety of advanced, complex, and highly confidential secretarial and administrative duties. Organizes and oversees the executive office area. Serves as a representative of the Superintendent's office. Maintains confidentiality in matters pertaining to employer-employee relations/negotiations, Governing Board, pupil and controversial issues.

UNDER SUPERVISION OF:

Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare agendas, minutes and tracks requirements for Board of Trustees.
2. Maintain calendar for the Board of Trustees meetings including annual reports and required actions.
3. Attend School Board meetings and other administrative meetings as assigned.
4. Assist in the implementation of Federal, State, and local laws, Board Policies and District procedures.
5. Gather data, assist school sites, and prepare various reports including, but not limited to, the School Accountability Report Card, Conflict of Interest Statements.
6. Attend various meetings and training to stay abreast of changing regulations and laws related to public schools.
7. Research, interpret, implement and recommend revisions to Board Policy.
8. Maintain and implement vendor contract requirements and files.
9. Provide clerical assistance to the Superintendent and other District-level administrators.
10. Attend District Curriculum Committee meetings, prepare minutes, and maintain curriculum files and records.
11. Maintain District's website pages.
12. Prepare various information and materials related to employer-employee relations including, but not limited to, items needed for negotiation sessions.
13. Maintain Superintendent's calendar; may maintain calendars of other administrators.
14. Guide school site personnel in the preparation of student expulsion packets; prepare final packets for consideration by Board of Trustees; assist with expulsion hearings; facilitate parent and student meetings with a District administrator.
15. Agendize and prepare packets for School Attendance Mediation panel.

16. Prepare packets for School Attendance Review Board.
17. Collect, process requests, communications, and reports for student inter- and intra-district transfers.
18. Prepare agendas and various materials for the Nevada County Transportation Joint Powers Authority; maintain historical records for the JPA.
19. Assist with preparation of documents for facility-related projects including, but not limited to, bid packets, contracts, and insurance and bonding compliance.
20. Maintain procedures and policies related to district-wide facility use; assist site personnel in the implementation of procedures and policies; maintain required insurance documentation related to facility use.
21. Under the direction of the Superintendent or designee, serve as District risk management coordinator; attend trainings related to risk management; maintain required insurance documentation for vendors; collect and analyze incident reports; communicate best practices to site administrators and others as appropriate; serve as liaison to District's third party insurance administrator.
22. Serve as backup to district office receptionist.
23. Exercise discretion and judgment in resolving problems for employees, parents, and students; always maintains confidentiality.
24. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
25. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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/OR EXPERIENCE:

High school diploma or equivalent with post-secondary coursework preferred and three years of relevant clerical experience, preferably in a school environment. Experience working with the public sector desired.

CERTIFICATES AND LICENSES:

Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

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 stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 noise level in the work environment is usually moderate to loud.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.