

LA MESA-SPRING VALLEY SCHOOLS

EXECUTIVE ASSISTANT I, STUDENT SUPPORTS

BASIC FUNCTION:

The job of Executive Assistant I, Student Supports, was established to provide a wide variety of complex and confidential administrative and secretarial support; and communicate information on behalf of and act as a liaison for the Assistant Superintendent, Student Supports, with school district staff, other school districts, auditors, public agencies, parents and other stakeholders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Acts as a resource and liaison between parents and school site staff to resolve school related issues.

Assists in planning, organizing, and developing structures to ensure compliance with District, state and/or federal requirements and meeting the instructional goals of the District.

Communicates with various departments, personnel, school sites, parents, community members and outside agencies to exchange information, respond to various inquiries, coordinate activities and resolve issues or concerns; disseminates information in compliance with program, District, State and federal requirements; provides assigned personnel with current schedules and calendars related to assigned activities.

Compiles data from a wide variety of sources to prepare reports, make recommendations; and/or prepare information for the Assistant Superintendent, Student Supports.

Completes and submits claims forms related to assigned department as required; forwards claims-related documents to appropriate parties and agencies as needed; calculates fees for assigned programs and forwards detailed fees to Fiscal Services for invoicing.

Composes a variety of complex documents to communicate information and/or create documentation in conformance with established guidelines.

Coordinates a wide variety of projects, functions and/or program components to complete activities and/or deliver services in a timely fashion.

Maintains a variety of confidential files and records, compiling pertinent information in Extended School Services, Preschool, Special Education, and Student Services to ensure accuracy of materials and comply with all federal/state/district regulations.

Maintains a wide variety of manual and electronic documents, files and records to provide up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a wide variety of processes on behalf of the Assistant Superintendent, Student Supports, for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Oversees the work activities within the office to organize assignments, monitor progress, and ensure completion within established guidelines.

Participates in a variety of meetings, workshops, and/or trainings, providing or receiving information, recording minutes, and supporting the needs of the attendees.

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Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature to document activities, provide written reference, and/or convey information.

Processes a wide variety of documents and materials to disseminate information in compliance with program, district, state and/or federal requirements.

Procures supplies and materials for the purpose of maintaining availability of required items.

Represents the Assistant Superintendent, Student Supports, in his/her absence to convey and/or gather information required for their functions.

Researches a variety of topics to provide information and/or recommendations that address a variety of administrative requirements.

Responds to a wide variety of inquiries from internal and external parties to provide information, facilitate communication among parties and/or providing direction.

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Schedules a wide variety of activities to make necessary arrangements for the Assistant Superintendent, Student Supports.

Supports assigned administrative personnel and Extended School Services, Preschool, Special Education and Student Services to provide assistance with their functions and responsibilities.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Student Supports.

Presents information on administrative procedures for the purpose of orienting new personnel and/or disseminating information to existing personnel.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.

Organizational operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.

Type or input data at an acceptable rate of speed.

Take and transcribe dictation at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Prioritize and schedule work.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

High school graduation or equivalent, including or supplemented by courses in typing, computers, word processors, and office management; and five years of increasingly responsible secretarial experience, with at least one year having been in the last five years. Applicable college training may be substituted in lieu of a portion of the experience requirement. Previous experience in school district administrative work will be given preferential consideration.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally to retrieve materials.
Lifting and carrying light objects.

FLSA Status

Non Exempt

Approval Date

7/19/18

Salary Range

Confidential