

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXECUTIVE ASSISTANT I, EDUCATIONAL SERVICES

BASIC FUNCTION:

The job of Executive Assistant I, Educational Services, 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, Educational Services, with school district staff, other school districts, auditors, public agencies, parents and other stakeholders.

The Executive Assistant functions as a lead to School Office Managers, School Office Assistants, and Health Technicians, and is responsible for the development of school office procedures. Use of initiative, organization, problem solving skills, and independent judgment in the process of routine and complex administrative detail is necessary.

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, Educational Services, Executive Director, Learning Support, Director of Special Education, and other Learning Support, Student Support, Special Education staff, and administrators.

Completes and submits legal forms as required for educational services and student services programs; forwards legal documents to appropriate parties and agencies as needed.

Composes a variety of complex documents to communicate information and/or create documentation in conformance with established guidelines related to the areas of educational services, instruction, special education and student services, as appropriate.

Coordinates a wide variety of projects, functions and/or program components related to the areas of educational services, instruction, special education and student services, as appropriate and completes activities and/or delivers 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 Supports, State and Federal Programs, Educational Technology/Instructional Technology, and Education 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, Educational Services, for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

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

Oversees position control for the Special Education Division; monitors vacancies, transfers, and assignments of Educational Services department personnel.

Participates in a variety of meetings, workshops, and/or trainings, related to the areas of educational services, instruction, special education and student services, as appropriate, providing or receiving information, recording minutes, and supporting the needs of the attendees.

Participates in and provides ongoing training and support for School Office Managers and Health/Attendance Technicians on district procedures and protocols on a variety of topics including but not limited to: attendance, annual notifications, enrollment, general office procedures, student health, parent concerns, registration, and school safety.

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 related to the areas of educational services, instruction, special education and student services, as appropriate.

Processes a wide variety of documents and materials to disseminate information in compliance with program, district, State and/or Federal requirements related to the areas of educational services, instruction, special education and student services, as appropriate.

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

Provides ongoing logistic support to all district nurses to facilitate effective departmental operations.

Represents the Assistant Superintendent, Educational Services, in their absence to convey and/or gather information required for their functions.

Research, organize, and prepare all governing board items for all of Educational Services Division.

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.

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

Supports assigned administrative personnel and Extended School Services, Preschool, Special Education and Student Supports, Learning Support, and all Educational Services division 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 the Educational Services division.

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

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.

Basic public relations techniques.

Budgeting practices regarding monitoring and control.

Business letter and report writing, editing and proofreading.

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

District operations, policies and procedures, and objectives.

Interpersonal skills using tact, patience and courtesy.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Methods of collecting and organizing data and information.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Policies, procedures, and guidelines established by professional organizations and/or governing agencies.

Record-keeping techniques.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.

Assist, monitor, record, maintain and prepare budgets and review related financial reports.

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

Communicate effectively both orally and in writing.

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

Compose effective correspondence independently.

Diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.

Effectively use word processing, database, presentation, spreadsheet, and financial software programs, including student online systems.

Establish and maintain a good rapport with staff, students, and the general public.

Establish and maintain a variety of filing systems for students, staff, and the assigned student/instructional program; prepare and design filing systems and comprehensive reports of a technical nature.

Evaluate documents for accuracy and legal conformance.

Exercise sound judgement in making critical decisions.

Follow and understand oral and written instructions without immediate supervision.

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

Maintain a variety of complex and confidential files and records.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Organize complex material and summarize discussions and actions taken in report form.
Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative details.
Plan and organize work.
Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
Problem-solve a variety of issues and situations.
Serve as a resource; motivate, lead, guide and train School Office Managers and administrative assistants/clerical personnel.
Take and transcribe dictation at an acceptable rate of speed.
Type or input data at an acceptable rate of speed.
Use discretion in organizing activities and setting priorities to meet established deadlines.
Work confidentially with discretion.
Work independently with little direction.

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 positions, including at least two years as a School Office Manager required.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the district's job-related examination.
Valid California Class C Driver's License and evidence of insurability.

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, 3/15/22 (title change)