

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT III/SUPERINTENDENT

PRIMARY FUNCTION: The Administrative Assistant will coordinate the general operation of the Office of Superintendent and assist the Superintendent in scheduling and preparing for meetings.

DIRECTLY RESPONSIBLE TO: District Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

Participate in the Superintendent's Cabinet Board meeting planning sessions.

Research the necessary data and prepare memoranda to the Board, outlining information relative to agenda items for each Board meeting.

Maintain an on-going list of Board agenda items; prepare draft and final Board agenda; supervise the duplication of agendas, gathering of Board meeting materials and delivering to Board members agendas and back-up materials.

Attend all public meetings of the Governing Board, developing detailed and inclusive minutes.

Attend meetings of the District Administration, preparing agendas and detailed minutes as required.

Initiate and expedite the necessary actions to conclude Board meeting business.

Maintain the master copy of the Board Manual; assist staff in the development and/or revision of policies; supervise the preparation and distribution of newly adopted and revised policies and/or administrative regulations and control resolution numbers.

Respond to specific questions by Board members, staff members, parents and the general public, citing and interpreting Board policy and/or District practice when appropriate.

Develop for the Superintendent reports and memoranda on a variety of topics and maintain appropriate file system.

Route to the Superintendent correspondence or communications warranting his/her attention, drafting replies for his/her review.

Keep the Superintendent apprised of any litigation involving the District.

Conduct a Board meeting information session for District Office clerical staff following each regular Board meeting.

Operate a variety of office equipment, including calculators, dictaphone and copy machines.

Interface position with Secretary to the Superintendent when necessary.

Make the necessary arrangements for meetings, seminars, conferences, workshops, etc. conducted by or attended by the Superintendent.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Attend meetings, seminars, conferences, workshops, etc. as required.

Perform related duties as required.

MINIMUM QUALIFICATIONS:

Ability to manage the daily operations of the Superintendent's Office relative to making appointments, receiving visitors and handling the incoming and outgoing correspondence.

Ability to work effectively with Board members, the public and all personnel.

Ability to act as a resource person relative to Board policies and administration.

Ability to prepare and maintain accurate and complete files, records and reports.

Ability to compose correspondence, memoranda and reports.

Ability to type at a speed of 65 words per minute.

Ability to take dictation at a speed of 80 words per minute and transcribe accurately.

Knowledge of office procedures, work flow, board operations, preparation of correspondence, etc.

Knowledge of correct English usage, spelling, grammar and punctuation.

Knowledge of data bases and graphics applications.

Knowledge of aims, goals and objectives of the District.

EDUCATION AND EXPERIENCE:

High school or higher education with an emphasis in office procedures and business operations.

Proven successful responsible clerical experience, preferably in the field of public education.

PHYSICAL EFFORT/WORK ENVIRONMENT:

1. Minimal physical efforts with periodic handling of light or medium weight parcels or supplies; some lifting up to 20 lbs.
2. Employee will need to bend, squat, lift, kneel, push, pull, twist, and turn.
3. Employee must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Sit for long period of time or work in confined spaces.
5. Indoor work environment.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.

The work year for this position is 260 days.

Revised: 12/5/89
Revised: 10/4/95

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

PRIMARY FUNCTION: The Administrative Assistant will coordinate the general operation of the Office of Superintendent and assist the Superintendent in scheduling and preparing for meetings.

DIRECTLY RESPONSIBLE TO: District Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

Participate in the Superintendent's Cabinet board meeting planning sessions.

Research the necessary data and prepare a memo to the Board, outlining information relative to agenda items for each board meeting.

Maintain an on-going list of board agenda items; prepare draft and final board agenda; supervise the duplication of agendas, gathering of board meeting materials and delivering to Board members agendas and back-up materials.

Attend all public meetings of the Governing Board, developing detailed and inclusive minutes.

Attend meetings of the District Administration, preparing agendas and detailed minutes as required.

Initiate and expedite the necessary actions to conclude board meeting business.

Maintain the master copy of the Board Manual; assist staff in the development and/or revision of policies; supervise the preparation and distribution of newly adopted and revised policies and/or administrative regulations and control resolution numbers.

Respond to specific questions by Board members, staff members, parents and the general public, citing and interpreting Board policy and/or District practice when appropriate.

Develop for the Superintendent reports and memoranda on a variety of topics and maintain appropriate file system.

Route to the Superintendent correspondence or communications warranting his/her attention, drafting replies for his/her review.

Keep the Superintendent apprised of any litigation involving the District.

Conduct a board meeting information session for District Office clerical staff following each regular board meeting.

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JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

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MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Attend meetings, seminars, conferences, workshops, etc. as required.

Perform related duties as required.

MINIMUM QUALIFICATIONS:

Ability to manage the daily operations of the Superintendent's Office relative to making appointments, receiving visitors and handling the incoming and outgoing correspondence.

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Ability to act as a resource person relative to Board policies and administration.

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Adopted: 7/14/87