



## Job Description

<b>Title: Executive Administrative Support Specialist – Educational Services</b>	<b>FLSA Status:</b> <b>Nonexempt</b>	<b>Months: 12</b>
<b>Supervisor: Assistant Superintendent – Educational Services</b>	<b>Supervises: N/A</b>	<b>Range: 30</b>
<b>Department: Educational Services</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of Assistant Superintendent, Educational Services, perform highly responsible clerical and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; enter data into computerized systems for the purpose of verifying accuracy; prepare data for statistical analysis analyzing and incorporating information in written reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible and complex administrative duties to support the Assistant Superintendent, Educational Services; plan, coordinate and organize office and department activities and flow of communications; plan, organize and participate in the maintenance of student demographic data in a relational database for enrollment, school boundaries and other related information.
- Enter a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; verify accuracy; prepare data for statistical analysis; incorporate information in written reports as required; disseminate various reports and queries to administrative staff.
- Prepare for District-wide student information system reports utilizing Illuminate; prepare State District reports using CALPADS; provide administrative system support and maintenance of ISI, CALPADS, CAASPP, both Interim and SBAC; create and provide data, custom and enrollment reports to various District departments as requested.
- Access computerized tools to build complex, highly focused queries, stored procedures, views and pivot tables; sort data and generate reports in both electronic and printed formats.
- Utilize Student Information Systems to ensure compliance of District and state reporting procedures; identify and correct inaccurate, inconsistent or incomplete data to ensure integrity and security of data from all users in District.
- Prepare draft and final reports for District and school sites, by researching, analyzing and summarizing information and data from various sources required by District, Educational Services department, County, State and federal agencies; maintain student demographic data in a relational database for enrollment, school boundaries and other related information; plan and follow up to ensure that functional deadlines are met.
- Compose a wide variety of correspondence independently on behalf of the Assistant Superintendent; compile and prepare various letters, forms, memos, requisitions, purchase orders, contracts, statistical data, lists and other materials as assigned; ensure accuracy of input and output data; ensure timely distribution and receipt of a variety of records and reports; prepare, format, edit, proofread and revise written materials.
- Respond to requests, complaints and questions from District administrators, staff, parents and the public representing the Assistant Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public; obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; perform research as needed to assist with responses to grievances and legal issues.
- Monitor and maintain designated Educational Services budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; process requisitions, travel authorizations, time sheets and reimbursements; initiate budget transfers as directed; assist Assistant Superintendent with development of the Division budget; complete and submit State and federal reports associated with Title I, II, III and VI funding.

- Assist with reviewing and revising Educational Services Division policies, regulations and procedures as needed.
- Coordinate and schedule various appointments and meetings; make travel arrangements as assigned; reserve facilities as assigned; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent.
- Prepare Board of Education agenda items as directed; prepare Assistant Superintendent's cabinet agenda items and distribute minutes to appropriate personnel; prepare related contracts and signatures for board items according to established procedures.
- Prepare and maintain a variety of complex lists and records related to division information, personnel, financial activity and assigned duties; establish and maintain filing systems.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; collaborate with surrounding districts for CALPADS resolutions; communicate corrections to specific users for consistency and assist with training when necessary to meet procedures and reporting requirements
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

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. The work environment characteristics and physical demands 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.

**Knowledge of:**

- Functions and secretarial operations of an administrative office.
- Student Information Systems, CALPADS, Illuminate and related reporting systems.
- 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.

**Skills/Ability to:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent. Educational Services of a variety 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 Assistant Superintendent, Educational Services.
- 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.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data accurately 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 time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school supplemented by college-level course work in secretarial science or related field.
- Five years of increasingly responsible clerical or administrative assistant experience.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/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 file and retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.