

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Assistant to the Board of Education II	REPORTS TO:	Administrative Coordinator to the Board of Education
DEPARTMENT:	Office of the Board of Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 Confidential
REVISED:	September 2, 2004		

BASIC FUNCTION:

Perform specialized confidential secretarial and basic administrative support duties in the Office of the Board of Education; provide assistance to the public.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Exercise judgement, tact, and discretion in carrying out office operations. **E**

Complete a wide variety of special typing, travel scheduling, and other secretarial projects for members of the Board of Education (frequently under time pressure). **E**

Respond to in-person and telephone contacts by parents, members of the public, teachers, and other district staff by answering questions or referring them to a district department. **E**

Arrange meetings/events by coordinating Board Members' schedules, and reserving facilities and equipment. **E**

Coordinate attendance of Board Members at calendared events. **E**

Provide support to Administrative Coordinator to the Board for scheduling, required notices to public, materials preparation; attend and prepare minutes for certain Board Committees. **E**

Contact other District staff regarding the status of various items of Board business. **E**

May take and transcribe complex notes for meeting minutes.

Compile information; compose, edit, and type correspondence, speeches, e-mail, statements, and reports. **E**

Organize and maintain office records and files. **E**

Receive, research, compile, prepare, and update office constituent service database and records. **E**

Route constituent information and track outcome. **E**

Compile and organize information requested by the Board Member(s). **E**

Maintain confidential records and files. **E**

Provide secretarial and administrative services pertaining to the district's negotiations with designated exclusive representatives. **E**

Sort, distribute, and respond to office mail in accordance with office procedures. **E**

Operate a personal computer and other standard office machines. **E**

Perform other duties reasonably related to the job classification.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of progressively responsible full-time, paid, secretarial experience with current status and satisfactory service in a secretarial job class equivalent to the level of Secretary II or above. Bachelor's degree preferred or advanced secretarial or business courses desired.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate for a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Modern office methods and procedures, and the use of standard office equipment.

ABILITY TO:

Compose routine and specialized correspondence and reports, using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
Operate standard office equipment including microcomputers and related software applications, including Microsoft Office (Word, Power Point, Access) and Peoplesoft.
Perform arithmetic computation.
Exercise diplomacy, tact, and independent judgment.
Communicate effectively orally and in writing to a diverse audience.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the higher level of Administrative Coordinator to the Board of Education in that the range of independent authority is more limited.

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6352
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