

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Confidential Executive Assistant to the Superintendent	REPORTS TO:	Superintendent
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	046
ISSUED:	June 9, 2009		Confidential

BASIC FUNCTION: Serve as Executive Assistant to the Superintendent in activities which support the District's educational goals, programs and objectives; independently perform highly responsible administrative and staff duties; review and communicate policies, procedures, and regulations on a district-wide level; conduct research, analyze data, and prepare complex statistical reports and analyses.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Serve as Executive Assistant to the Superintendent by performing independent and highly responsible administrative and staff duties in activities which support the District's educational goals, programs and objectives. **E**

Plan, prioritize, organize, coordinate and direct the day-to-day operations and assigned functions in the Office of the Superintendent in the areas of communication, technology, workflow and record management. **E**

Advise the Superintendent on District policies, procedures and regulations including implications and issues. **E**

Serve as liaison to board members and senior management on policy information. **E**

Represent the Superintendent in a variety of venues including district, cabinet and community meetings. **E**

Stay abreast on a variety of District matters and advise the Superintendent accordingly; identify priorities and coordinate functions to meet District goals and objectives to assure student achievement. **E**

Conduct research, analyze data, and prepare and maintain a variety of complex confidential and nonconfidential statistical reports, records, and files for accurate and comprehensive data necessary for effective decision-making by the Superintendent and senior management. **E**

Compose reports, procedures and correspondence covering a wide variety of matters; write and design presentations and other documents. **E**

Make presentations to the Board of Education. **E**

Provide specialized services including researching and compiling data pertaining to the district's negotiations with designated exclusive representatives. **E**

Effectively communicate with board members, senior management administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. **E**

Make recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services including the use of technology in compliance with laws, policies and regulations. **E**

Initiate special projects and programs including the Superintendent's employee recognition program for personnel, programs and activities on a district-wide level. **E**

Serve as office manager and lead and direct the work of clerical staff. **E**

Perform other duties reasonably related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of education, experience, and/or training equivalent to a bachelor's degree in business, public administration, communications or related field and three years of recent related experience in providing executive level administrative support to a leader of a public or private organization. Public school district experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of district organization, policies and procedures.
Federal and state legislation pertaining to education.
Correct English usage, grammar, spelling punctuation, and vocabulary.
Reading and writing English communication skills.
Presentation skills and techniques.
Public relations practices.
Interpersonal skills using tact, patience, and courtesy.
Methods of statistical analysis and report writing techniques.
Operation of a computer and standard office equipment.
Computer software, including advanced Word, Power Point, Excel, Windows, and desktop publishing.

ABILITY TO:

Independently perform highly complex research and special assignments.
Interpret, apply, and explain district policies, procedures, rules, and regulations.
Communicate and articulate verbally and in writing at an exceptional level.
Effectively make presentations to staff, board members and the public.
Prepare comprehensive and complex statistical and narrative reports and other documents.
Perform a wide variety of specialized and technical duties.
Initiate programs and activities to help meet district goals and objectives.
Proofread and edit documents at a mastery level.
Apply computational and statistical skills.
Perform data analysis and make solid recommendations.
Maintain confidentiality.
Set priorities and meet schedules and time lines.
Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with all levels of district staff, board members, outside agencies, parents and the public.

Work with computer software programs at advanced levels including Word, Power Point, Excel, Windows, and the Internet .

Research, prepare and maintain statistical records and prepare comprehensive, highly complex reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

WORKING CONDITIONS:

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 or standing 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.

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Job Code 6336

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