Classification Summary

Provide a variety of complex administrative support and assistance to the Superintendent, Deputy Superintendent and the School Board. Primary duties involve preparation of agendas and documents for School Board and committee meetings, scheduling and coordinating meeting arrangements, and maintenance of records. This is a confidential position that supports matters related to labor relations.

Supervisory Relationships

Reports to, and works under general direction and guidance of the Deputy Superintendent of the district. May supervise other support staff.

Examples of Duties

(included but not limited to the following)
1. Prepare and compile Board reports for semi-monthly School Board meetings gathering information from a variety of sources.
2. Schedule and coordinate Board-related meetings. May be asked to attend Board meetings as required.
3. Prepare annual Board Calendar of meetings, Board Goals, Board Committee list, and Superintendent Goals and Progress Report documents. Track Board members assignments to school events such as graduation ceremonies.
4. Edit and format Board meeting minutes prepared by minutes recorder.
5. Set dates for expulsion hearings, prepare and send expulsion letters and complete expulsion reports following hearing. Prepare statistical reports for the School Board of expulsions, suspensions and criminal trespass notices.
6. Prepare grievance reports for grievances reaching the level of the Superintendent.
7. Review policies and administrative procedures to assist Superintendent and Deputy Superintendent in responding to questions from staff or parents. Respond to questions as appropriate. Refer complex or unique questions to Deputy Superintendent.
8. Develop responses to routine and general correspondence for review and signature of superintendent. Draft letters or other written communications through general direction and/or communication outlines. May require transcription of recorded communication.
9. Maintain files of Board records, grievances, agencies, correspondence.
10. Serve as back-up to the Executive Assistant to the Superintendent.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of office management principles, practices and systems.
2. Demonstrated skills in typing and the use of desktop computers and various office software.
3. Knowledge of English grammar, spelling and composition. Ability to write, edit and compose routine and sometimes complex correspondence. Ability to transcribe from recorded messages and direction.
4. Ability to work accurately in fast-paced environment, under tight work time lines.
5. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
6. Knowledge of District policies and procedures.
7. Excellent interpersonal communication skills and ability to work effectively with parents, students, and the general public.
8. Ability to anticipate organizational needs, and work independently without direct supervision. Ability to perform work with only general direction and a statement of objectives.
9. Ability to distinguish sensitive information and files, maintain confidentiality of information and exercise good judgment.