

REDLANDS UNIFED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Assistant to the Superintendent

QUALIFICATIONS

- EDUCATION:** Completion of an Associate of Arts or higher degree in public administration, organizational management or public relations.
- EXPERIENCE:** Five years of highly responsible executive secretarial or administrative assistant experience.
- KNOWLEDGE OF:** Procedures, methods, strategies and techniques pertaining to the operation of a chief executive officer's office; Principles, goals and objectives of a public education system; Modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems; Legal mandates, policies, regulations and procedures which govern district operational processes; English usage, spelling, grammar and manuscript and report formatting; Effective and efficient communication techniques, strategies and procedures.
- ABILITY TO:** Coordinate, direct and expedite the production of a high volume of documents and materials; Effectively and efficiently perform highly responsible secretarial and administrative assistant functions and activities; Expeditiously abstract, compile and prepare comprehensive reports; Communicate effectively in oral and written form; Establish and maintain a complex data management, storage and retrieval system; Type at a net corrected speed of 70 words per minute; Take and transcribe dictation accurately at a speed of 100 net words per minute; Understand and carry out oral and written directions; Establish and maintain cooperative relationships and maintain a calm, tactful and diplomatic manner; Supervise and evaluate the performance of clerical and secretarial personnel.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with diverse staff, students and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION:

Under the direction and supervision of the Superintendent of Schools, the Assistant to the Superintendent performs highly complex, technical and confidential secretarial and

administrative functions, organizes and coordinates the activities of the Superintendent's office. The Assistant to the Superintendent serves as an administrative assistant to the Superintendent, assuming full responsibility for significant secretarial and administrative activity; coordinates Board of Education materials and activities; attends Board meetings and maintains official records of Board actions.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Assistant to the Superintendent's job performance will be as follows:

1. The Superintendent's Office will be efficiently organized with clerical staff duties appropriately assigned, coordinated and supervised.
2. Appropriate data research, abstraction and reporting will be accurately accomplished in a timely manner.
3. Secretarial and administrative follow-up activities required by the Governing Board will be effectively coordinated.
4. The preparation, printing and distribution of Governing Board agenda and related materials will be competently planned, organized, coordinated and supervised.
5. Competent stenographic and logistical support to regular and special meetings of the Governing Board will be appropriately provided.
6. Accurate notes, transcriptions and final drafts of minutes of the Governing Board will be appropriately prepared, submitted and distributed.
7. The official records of actions of the Governing Board will be accurately and effectively assembled and maintained.
8. Competent assistance in the revision, updating and maintenance of Governing Board policies and regulations will be appropriately rendered.
9. Timely responses to Governing Board and Superintendent special report and information requests will be effectively provided.
10. Correspondence, memoranda, reports, including privileged and highly sensitive confidential material will be transcribed from dictation or independently prepared in an efficient and appropriate manner.
11. District policies, regulations and procedures will be appropriately interpreted for staff and the educational community in an accurate and timely manner.

12. The data management storage and retrieval system in support of the Governing Board and Superintendency functions and activities will be effectively planned, organized, established and maintained.
13. Incoming correspondence and inquiries to the Superintendent's Office will be efficiently processed and, in the case of routine matters, independently responded to in an appropriate manner.
14. Appropriate assistance in budget planning and expenditure control procedures pertaining to the Superintendent's Office will be competently provided.
15. Appropriate supervision and performance evaluation of assigned classified personnel will be competently provided.
16. Timely and effective communications regarding incidents and/or situations that might impact the district, its divisions or its schools will be consistently provided to appropriate district office/school personnel.
17. Active and consistent efforts will be made to maintain or improve the external and internal image of the district, its divisions, and its schools.
18. Other duties assigned by the supervisor will be effectively accomplished.

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