

## **Escondido Union High School District Job Description**

**Job Title:** Executive Assistant to Superintendent  
**Employee Unit:** Non-Represented Classified  
**FLSA Status:** Exempt  
**Salary Level:** Range 23 (219 days)  
**Approved By:** Board of Trustees  
**Approved Date:** 08/17/99  
**Revised Date:** 09/05/17

### **SUMMARY**

Provides secretarial support and administrative assistance to the District Superintendent; attends Board meetings and takes minutes, and performs highly complex and responsible tasks. Provides support and assistance to the Board of Education; legal forms, end of the year activities, travel, conferences, appointments, events, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Compiles, amends and posts agenda and other material for Board of Trustees meetings.

Makes necessary arrangements for conference attendance by Superintendent and/or Board members.

Maintains files of items requiring action by the Board of Trustees.

Attends Board meetings, records minutes, reviews for accuracy, and posts minutes.

Attends to administrative detail on special matters assigned by the Superintendent.

Opens, reads and routes mail.

Composes correspondence on own initiative on matters not requiring personal responses by the Superintendent.

Maintains Superintendent's appointment calendar.

Coordinates routine matters among functional divisions.

Receives complaints and forwards to appropriate Assistant Superintendent or Principal for action.

Prepares and types reports and other documents, in accordance with written or oral instructions.

Maintains confidential correspondence and administrative files.

Assists in and maintains files for Statement of Economic Interest filing by district employees.

Coordinates application process and interviews for Student Board member(s) and provides support to the Student Board member(s).

Provides clerical support to the Community Relations Coordinator.

Responsible for planning Staff luncheons and assists with Staff Meetings.

Maintains EUHSD BoardDocs website.

Responsible for distribution of Athletic Passes and Emergency Cards (updated each year.)

Informs District staff of new Board members and changes in Board officers.

Keeps abreast of pertinent laws, rules and policies.

Maintains current and up to date Board Policy book, assuring timely remittance of new policies and/or revisions as approved by the Board of Trustees.

Performs other duties as assigned.

#### **ADMINISTRATIVE SECRETARY PREMIUM**

Monthly compensation of \$250 to the administrative secretary responsible for coordinating meetings, plans and other specialized activities for the governing body of the contracting agency or school employer.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES**

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, PowerPoint, Outlook and web-based applications such as BoardDocs.

Typing certificate of 50 wpm.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics 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. The noise level in the work environment is usually quiet.

**COMMENTS**

The person assigned to the position of Executive Assistant to the Superintendent must exhibit poise and professionalism in all circumstances, representing the district and the Superintendent in a favorable manner to the public, employees, administrators and students.