

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 19, 2011
Salary Schedule: 262; Row 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

JOB PURPOSE STATEMENT: Assists the superintendent in the discharge of responsibilities and emphasis on communication with school/community organizations, Board of Trustees, public agencies and other community groups. Serves as secretary and assistant to the superintendent by organizing office activities, handling various technical/legal procedures and performing complex records and filing duties; prepares committee/conference minutes. Directs the workflow of assigned staff.

JOB FUNCTIONS:

- Performs complex duties as confidential secretary to the superintendent relieving the superintendent of a variety of administrative details.
- Coordinates the compilation, assembly, and distribution of Board meeting packets.
- Performs complex duties as secretary to the Board of Trustees, attends Board and staff meetings and types minutes of meetings.
- Coordinates the arrangements for the attendance of the superintendent and members of the Board of Trustees at meetings and conferences, including transportation, housing accommodations and itineraries.
- Responds to questions regarding Education Code, Board policies and regulations.
- Attends, takes and transcribes minutes of school/community meetings.
- Coordinates meetings and activities with student groups, community service groups, civic organizations and public agencies.
- Assists the superintendent with local board elections, public complaints and problems.
- Coordinates the compiling and editing of board policy and interprets the rules, regulations and policies, as appropriate.
- Insures proper referral of all suggestions and requests for information from community and staff.

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JOB FUNCTIONS – continued

- Prepares, formats, edits and proofreads written materials; types and prepares memos and lists; operates a variety of office equipment.
- Works cooperatively with all assistant superintendents, directors, and school principals regarding the implementation of responsibilities and duties.
- Handles difficult situations under stressful conditions using tact, diplomacy, poise, and maturity.
- Receives and transcribes various correspondence from equipment or in person.
- Performs computer skills to effectively complete job functions.
- Performs difficult and responsible work with accuracy and speed.
- Uses correct spelling, grammar, and punctuation.
- Performs arithmetic calculations.
- Demonstrates organizational skills.
- Establishes and maintains an effective working relationship with Board members, staff, students, parents, and community members.
- Performs related duties as assigned.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), and carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Able to operate office machines and equipment in a safe and effective manner

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PHYSICAL ABILITIES – continued

- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB REQUIREMENTS:

Education Required:

- Sixty (60) units of college level training (desirable), preferable in office management or administration

Experience:

- A minimum of six years of increasingly responsible secretarial/administrative work in an educational setting (desirable).

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 65 corrected words per minute (not valid if older than one year prior to date of application)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Confidential Position