

## SUNNYVALE SCHOOL DISTRICT

### CLASS TITLE: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

#### BASIC FUNCTION:

Under the direction of the Superintendent carries major responsibilities in facilitating the work of the Superintendent's office and serving the needs of the Board of Education. Exercises independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.

#### ESSENTIAL FUNCTIONS:

##### Support to the Superintendent

Maintain the calendar (appointments, coordination of meetings, advance planning)

Provide Primary Secretarial Support

Read and Prioritize Incoming Mail

Assist with Parent/Community Complaints

Research Assistance and Project Coordination

Understand the necessity to maintain confidentiality

Serve as the liaison between the Office of the Superintendent, the Board of Education, all schools, departments, various public agencies and community groups. Attend meetings on behalf of the Superintendent, if requested.

##### Support to the Board of Education

Provide primary secretarial support to Board President.

Organize Board agendas, assist in preparation of reports, and compile Board packets for duplication, distribution and online posting.

Make arrangements for Board meetings.

Attends Board Meetings.

Prepare Board of Education minutes; maintain records of Board minutes, documents, and other related materials, including the governance handbook and governance calendar.

Evaluate, maintain and update Board Policies and Regulations; serve as district liaison with California School Boards Association relative to Board Policies.

Maintain Superintendent/Board web page, post agendas, minutes, documents and calendar.

Provide Board with calendar of major district events.

Arrange conferences, lodging and travel for the Superintendent and Board of Education.

Additional Responsibilities

Perform general office management; maintain department budget

Approval and posting of online flyers for distribution to students and community.

Coordination of receptions, recognition events

Updates annual Conflict of Interest Statements for Board and District Management Team

Track in-lieu days for management.

Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and operation of public school system; office management. Applicable sections of State Education code and other applicable laws.

Telephone techniques and etiquette.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

College coursework desirable.

**ABILITY TO:**

Research information resources and prepare comprehensive reports. Possess top-level secretarial, oral and written communication and organizational skills.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to an AA degree or Equivalent college level training, preferably in office management or business administration, and five years of responsible secretarial experience, including three years as secretary to a top-level administrator, preferably in a school district setting; two years of additional college training may substitute for one year of secretarial experience; additional administrative-level secretarial experience may substitute for the college training on a year for year basis. Advanced level of computer use including current software programs, also including but not limited to word processing, database, spreadsheets and presentations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

District Superintendent's Office environment; subject to constant interruptions.

**TERMS OF**

**EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and Sunnyvale Classified and Certificated Association for Management Personnel. (SCCAMP)