

EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the assigned administrator (Administrator), provide highly independent and complex secretarial, clerical duties as the primary and confidential secretary to the Administrator to relieve the administrator of clerical detail; prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; coordinate and implement a variety of educational support programs under the direction of Administrator.

DISTINGUISHING CHARACTERISTICS:

This job class works with student confidential information district-wide including but not limited to health educational assessments and educational records in accordance with FERPA guidelines. Conduct analytics with student information systems to prepare a variety of student data reports in accordance with state and federal guidelines and timelines.

REPRESENTATIVE DUTIES:

- Provide highly independent and complex secretarial, clerical duties as the primary and confidential secretary to the Administrator to relieve the Administrator of clerical detail; assist District personnel, school sites, parents and outside agencies with complaints, concerns and information relating to District policies, procedures, budget items, purchasing, reimbursements, staffing, meetings, reports and other appropriate subjects; maintain confidentiality of privileged and sensitive information.
- Prepare and maintain a variety of complex lists, records, and reports related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Assist in the coordination and implement a variety of educational support programs under the direction of the Administrator; maintain and update records relating to assigned programs; assess program operations and make recommendations to assure efficiency, effectiveness and compliance with District policies and procedures.
- Coordinate and schedule various appointments and meetings for administration and staff; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Administrator's calendar; coordinate and arrange special events and activities for Administrator.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; receive and process requests from staff, public, parents and schools; resolve public complaints, concern and issues; refer more complex issues to the Administrator; interpret policies and regulations to officials, staff and the public.
- Compose correspondence on a variety of matters including those of a confidential nature; compile and type various forms, brochures, documents, District promotional materials, invitations, agendas, reports and other materials as directed; prepare, format, edit, proofread and revise written materials to assure accuracy and compliance with District policy; maintain and update the District website as required.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing; read and respond to emails.
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
- Maintain records of purchasing, requisitions, purchase orders and invoices as required.
- Perform special projects and prepare various forms and reports on behalf of the Administrator.

- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.
- Provide advice and support to clerical personnel regarding policies, principles, practices and procedures.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Informational databases.
- Special Education regulations and compliance policies and procedures.
- Individual Education Plans (IEPs) and required documentation.
- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.
- Principles of training and providing work direction.

ABILITY TO:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Administrator of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by college-level course work in secretarial science or related field; Secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Pushing, pulling, lifting and carrying moderately heavy objects.
- Bending the waist, kneeling or crouching to file materials.

Board Approved: pending 2/12/20

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or worksite in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
