

SAN YSIDRO SCHOOL DISTRICT

TITLE: Senior Executive Secretary to the Superintendent and Governing Board

REPORTS TO: Superintendent

DEPARTMENT: Administration Services **CLASSIFICATION:** Confidential

FLSA: Non-Exempt

SALARY: Confidential Salary Schedule (Steps 13-17)

Revised: March 2023

Board Approved: March 9, 2023

BASIC FUNCTION: Under the direction of the Superintendent, the Senior Executive Secretary performs highly responsible and confidential secretarial and administrative/clerical duties to relieve the Superintendent of a variety of administrative and clerical details normally associated with the responsibilities delegated to the district's chief executive officer. Interprets policies and regulations to officials, staff and the public. Plans, coordinates, and organizes district and office activities. Maintains confidentiality of collective bargaining and other sensitive, confidential privileged information. Supports the administrative and team members as needed.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Establishes a welcoming and professional atmosphere in the Superintendent's office.
- Receives, screens and routes telephone calls; refers calls or visitors to appropriate staff members; responds to requests, concerns, and questions from the community, representing the district by phone and written communication; assist in resolving concerns of parents, staff and community members for the purpose of clear and concise communication and maintaining good district/staff/parent/community relations.
- Coordinates, maintains, and handles situations pertaining to the efficient operations of the superintendent's office.
- Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the Superintendent's calendar; prepares and disseminates calendar of events; coordinate and arrange special events and activities for the Superintendent.
- Provides assistance to the Governing Board as assigned by the position, including composition, editing, maintenance and research of board policy; serve as recording secretary to the Board; research and answer questions concerning policy and law; coordinate Board requests and activities including conference travel and school site visitations; advises Board Members concerning individual school and organizational calendars.
- Demonstrates knowledge of rules and regulations, laws and policies governing the district. Updates board policies annually according to the recommendations from the California School Boards Association (CSBA).
- Develops and maintains the following calendars: district master calendar, Superintendent, Board Members, management team, and other various calendars.
- Receives, sorts and routes incoming correspondence; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.
- Maintains administrative and correspondence files, digital files, other confidential files, and official records.
- Prepares, updates, prints, and disseminates collective bargaining information.

- Coordinates, assembles, prepares, and distributes Governing Board meeting notices, agendas, minutes, supporting documents, and information. This includes, but it is not limited to coordination/preparation of the board agenda, adding board agenda analysis (baa's)/backup/presentations in the board agenda book, formatting the board agenda book, posting the agenda in accordance with the Brown Act and posting the materials on the district website.
- Maintains and types the minutes of the Governing Board meeting.
- Works in collaboration with the Director of Education Technology to schedule and facilitate virtual board meetings. This includes, but it is not limited to creating virtual internal/external protocols, virtual documents, sending out the virtual calendar invitation, launching the meeting and facilitating the meeting as needed.
- Develops, prepares and types reports, correspondence, and other materials utilizing a variety of software.
- Evaluates situations with interpersonal skills using tact, patience and courtesy (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution and maintaining good parent/community relations.
- Prepares excerpts as requested by district personnel.
- Maintain files, records, and other needs of the department.
- Orders/Maintains office supplies as needed.
- Processes legal invoices.
- Processes purchase card transactions, invoices, and other related expenses. Submits to the accounts payable department for processing.
- Composes letters, correspondence and other documents for the superintendent as needed.
- Assists with public relations, community services and public support.
 - Supports to develop, maintain and communicate on district platforms such as, but not limited to various district & school social media platforms, district and school websites, robocalls, emails, text messages and more. Supports with district photographic work at district, school, and community events.
 - Supports the production of weekly or monthly newsletters/district highlights and other district communications.
- Performs other duties as assigned by the Superintendent.

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office in a school district.
- School District policies, laws, procedures, and regulations affecting the work of the Superintendent's Office.
- Organizational operations, policies, and objectives.
- Modern office practices, procedures, and equipment.
- Digital and 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.

ABILITIES:

- Outstanding customer service skills.
- Ability to type at a minimum speed of 55 words per minute.
- Ability to perform a variety of complex secretarial work involving use of independent judgment and requiring accuracy and speed.
- Ability to prioritize tasks; ability to compose correspondence and reports.
- Ability to analyze problems and prepare clear, concise reports and recommendations.
- Ability to speak and write effectively.
- Ability to understand and carry out oral and written directions.
- Professional and respectful office and team skills.
- Establish and maintain positive, cooperative, collaborative, effective, trustworthy and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community.
- Work collaboratively to problem solve.
- Accepts direction, guidance, and supervision from the Superintendent.
- Strongly supports the vision, mission, goals and direction of the Governing Board and Superintendent.
- Ability to be flexible and responsive to the day-to-day needs of the District and schools
- Strong computer and software skills

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Bilingual (English-Spanish)
- Bachelor's Degree or Associate's Degree with a minimum of Three (3) years of experience in a Superintendent's Office
- Five (5) years of experience in a position in the Superintendent or school district office or minimum of Three (3) years of experience in a Superintendent or school district office with an AA Degree or higher
- A valid California Driver License
- Use of an automobile

WORKING CONDITIONS

Office environment; subject to constant interruptions and office activities. Indoor and outdoor school setting which can include office and outdoor interactions. Position requires after hours, and weekend district duties as needed. Meetings and activities of the district occur at various school district and county locations requiring the position to be mobile.

PHYSICAL REQUIREMENTS:

Lifting and carrying objects up to 15 pounds, dexterity of hands and fingers to operate a computer terminal and standard office equipment, bending at the waist and reaching to retrieve files, hearing and speaking to exchange information in person and on the telephone. Seeing to read and prepare correspondence and sitting for extended periods of time. Extensive work on the computer.