

# OROVILLE UNION HIGH SCHOOL DISTRICT

## Job Description

### JOB TITLE: EXECUTIVE ASSISTANT

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SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential/Supervisory
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Superintendent		
APPROVED BY:	Board of Trustees	DATE:	April 20, 2016

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**SUMMARY:** Performs a wide variety of complex confidential administrative support functions to the Superintendent and Board of Trustees; interprets/transmits/applies district rules, procedures and policies in appropriate situations; and performs all other related duties. Acts as an ambassador for the Superintendent's Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

- Prepares Board agendas by composing and collecting back-up materials from administrators, supervisors and outside agencies. Distributes and posts agendas online as appropriate.
- Attends Board meetings and performs various administrative support duties for the Board, including composing official minutes and Employee Highlights, obtaining signatures on various documents, organizing retiree and years of service recognitions, and ensuring compliance with the Brown Act.
- Provides administrative support and works closely with the Chairman of the District's Hall of Fame Committee. Coordinates the annual event, scholarship fundraiser dinner and Connecting Generations program. Attends monthly meetings and prepares minutes, monthly financial report, various forms and letters, slideshows, event program and dinner placemat. Responsible for all funds collected from donations and ticket sales. Works with vendors to secure contracts and processes requisitions. Acts as the Hall of Fame liaison with inductees, family members and the general public. Maintains the Hall of Fame website.
- Coordinates all phases of student expulsion packets. Schedules pre-expulsion and expulsion hearing dates. Prepares expulsion packets, agreements, various parent letters, closed session documents and expulsion readmits.
- Coordinates all phases of the Student Attendance and Achievement Review Team (SAART). Works with school sites to develop monthly agenda of SAART cases. Schedules all parent meetings. Prepares various parent letters and assembles student information packets. Coordinates and monitors semester and year-end student progress to determine which students will be involuntarily transferred to alternative education.

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- Monitors credit deficient students throughout the year and works with administration and counselors to determine which students will be involuntarily transferred to alternative education. Communicates with parents regarding the placement of their students.
- Coordinates all inter-district and intra-district transfer requests. Gathers demographic information from the middle schools to determine which school each incoming freshmen will attend. Prepares enrollment projections. Maintains transfer list and waiting list. Communicates with parents, middle schools and high schools regarding the placement of students.
- Updates and maintains the District's Board Policies and Administrative Regulations. Provides information to staff and public regarding interpretation and application of policies and regulations.
- Maintains the District and alternative education websites.
- Processes documents to be used during the annual student online registration process.
- Coordinates the District's perfect attendance awards program.
- Maintains and updates union contracts.
- Develops annual school year calendar.
- Completes the annual Office of Civil Rights data collection process.
- Prepares Board election documents.
- Maintains Conflict of Interest forms and the District's Conflict of Interest Code.
- Coordinates liability/property claims against the District.
- Independently responds to or resolve concerns and/or complaints from parents, staff, and the community regarding departmental or district activities, complaints, school site issues, policies and procedures, and requests for information.
- Provides support to the Superintendent including but not limited to: screening calls and visitors, responding to sensitive requests for information and assistance, scheduling meetings and maintaining office calendar, processing mail, typing and assembling reports, forms, handbooks, correspondence and other materials.
- Processes confidential documents including evaluations, disciplinary matters involving site personnel and other sensitive issues.
- Coordinates the flow of communications between officials, staff and the public. Initiates and responds to inquiries and provides information.
- Provides excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and the public. Responds to phone calls, e-mails, letters, and other communications
- Arranges committee and other meetings, prepares support materials and distributes agendas as necessary. Maintains conference room reservations.
- Researches, compiles, organizes, and prepares special reports as assigned.
- Processes administrative details not requiring the immediate attention of the Superintendent.
- Performs related work as required.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATIONS AND/OR EXPERIENCE:** High school diploma; 5 years of related executive secretary experience and/or training; or equivalent combination of education and/or broad and varied experience. Experience in an administrative office, public administrative agency, legal office, or school setting is highly desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as Board Policies, Administrative Regulations and statutes. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization. Ability to learn and interpret specific rules, laws, and policies and apply them to a variety of situations.

**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 interpret bar graphs.

**CLERICAL SKILLS:** Ability to proofread documents and correct any misuse of grammar, spelling, punctuation, etc. Compile and maintain accurate and complete records and reports. Have a pleasant phone voice and demeanor. Take accurate and complete messages for Superintendent as necessary. Must be proficient in Microsoft Office software.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES AND LICENSES:**

Typing certificate: 65 wpm

**OTHER SKILL AND ABILITIES:** Ability to interact with board members, administrators, staff members and general public in a professional, open, friendly, business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruptions. Ability to utilize a computer for a wide variety of applications. Ability to learn specific rules, laws, and policies and apply them with good judgment in a variety of procedural matters without immediate supervision. Ability to communicate District policies and procedures to District staff and the public. Ability to perform all tasks without close supervision. Ability to devise improvements where possible.

**PHYSICAL DEMANDS:** The physical demands 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 individual with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit use hands to manipulate, handle or feel objects, tools or controls, stand, talk and hear. The employee is frequently required to ascend and descend stairs. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.