



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 68-2022/23
DOCUMENT NO. 46-2022/23
DATED: 04/26/23

EXECUTIVE ADMINISTRATIVE ASSISTANT

DEPARTMENT/SITE: District Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 44

WORK CALENDAR: 261 Days

REPORTS TO: Associate Superintendent of Educational Services, Assistant Superintendent of School Leadership or Assistant Superintendent of Student Family and Support Services

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Associate Superintendent - Educational Services, Assistant Superintendent of School Leadership or Assistant Superintendent of Student Family and Support Services. The Executive Administrative Assistant provides executive-level administrative support to the educational process with specific responsibilities for providing a wide variety of complex, professional administrative and analytical functions, and assists in the coordination and management of ongoing district-wide initiatives. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrator, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the executive-level of the Administrative Assistant Series. The Executive Administrative Assistant provides executive-level support to the Associate Superintendent-Educational Services, Assistant Superintendent of School Leadership or Assistant Superintendent of Student Family and Support Services. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act or other policies; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.

- Coordinates and maintains facility requests; monitors and verifies non-working days and vacation for department staff.
- Coordinates conferences, retreats, and meetings for respective department staff and teachers.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Drafts and executes consultant agreements and contracts.
- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data, and financial information for executive reviews.
- Maintains a variety of department calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes requests by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences, and fund-raising events.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems.
- Provides administrative coordination of charter school oversight process; gathers and prepares annual compliance/renewal/new charter submission associated with compliance requirements.
- Provides clerical, administrative and executive-level support to the Associate Superintendent or Assistant Superintendent; composes and prepares memoranda correspondence, Board newsletter, departmental reports and other documents that are sensitive and confidential nature; drafts Board of Trustee agenda items, documents and reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports, and documents are accurate and complete.
- Provides lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District department and legal/regulatory requirements and standards; provides information, instructions and trainings on work procedures and technical, legal and regulatory requirements.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments and other departments, staff, students, community members, and external entities.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Modern office practices, procedures and equipment

- Current policies, laws and procedures
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- General goals of public education

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment including utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Display strong communications skills
- Display strong organizational skills and writing skills
- Establish and maintain positive working relationships with staff, community, and employee organizations
- Prepare and maintain accurate records
- Display exemplary planning, prioritization and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/ recollections
- Plan, organize and prioritize work in order to meet calendars and timelines
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Six (06) years of increasingly responsible experience as an Administrative Assistant I, II, III, IV, V, or VI in the Madera Unified School District; OR an equivalency of work experience performed from another educational institution or agency in the capacity of Executive Administrative Assistant in the Administrative Assistant series within the Madera Unified School District.

Work Experience Equivalency:

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field may be substituted for some years of experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen