

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT, INSTRUCTIONAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Instructional Services, serve as a confidential executive assistant to the Assistant Superintendent of Instructional Services, relieving the Assistant Superintendent of a wide variety of highly independent, difficult, and complex administrative support services in the Instructional Services Department.

#### **REPRESENTATIVE DUTIES:**

- Receive, respond to or route inquiries from staff, parents and the community regarding, curriculum, instruction, English learners, professional learning, and assessment; compose, type, and edit letters to parents, staff, and agencies pertaining to department issues.
- Communicate with publishing vendors to obtain pricing and other relevant information; discuss purchasing options including, piloting materials, discounting materials and other cost-saving measures; order district adopted curriculum materials for all school sites; prepare purchase order requisitions and input into San Diego County Office of Education Fiscal Information System.
- Communicate with testing vendors to obtain necessary information; order appropriate number of exams based on district enrollment information; review enrollment information to determine and make arrangements for special testing needs; receive testing materials and verify accuracy; ensure security of testing materials; verify test dates are within required timeframe; prepare testing resources for individual school sites; distribute testing materials accordingly; attend testing workshops; conduct training sessions for general testing information as well as Site Coordinator testing procedures; respond to testing inquiries; collect and ship testing materials for scoring.
- Maintain records and produce reports and records pertaining to testing; update Student Information System (SIS) for testing pre-id; audit pre-id information for accuracy; upload pre-id data; correct data on-line; download data to meet required deadlines.
- Facilitate the completion of state and federal reporting including SARC and data necessary for CALPADs
- Type, edit, and compose letters, memoranda, bulletins, reports, schedules, lists, agendas including complex and technical documents, correspondence, special reports and other materials from copy, rough draft, or verbal instructions.
- Maintain calendar for districtwide professional learning; coordinate Instructional Services Department schedules and communicate with others regarding meetings, appointments, and other activities.
- Prepare materials and make arrangements for meetings and professional learning including, making travel arrangements for speakers; posting information on District website; securing and arranging learning rooms; preparing presentations, such as PowerPoint; processing registration forms; preparing database of attendees, and tracking participant attendance.
- Assist in preparing board agenda items and board reports as well as electronic board presentations for the Instructional Services Department.
- Plan and organize office procedures.

- Serve as a backup to the Executive Assistant to the Superintendent; attend board meetings as necessary; prepare meeting minutes.
- Receive, screen, and route mail, email, and telephone calls for the Instructional Services Department.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- Operate a computer, assigned software, and database systems; operate a telephone, copier, facsimile, calculator, and other office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Perform other work-related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- District policies, laws, rules, and regulations related to functions of the Student Services office.
- Principles and practices of training and providing work direction to others.
- Agenda preparation and distribution techniques
- Interpersonal skills using tact, patience and courtesy.
- Letter and report writing, editing and proofreading.
- Data management.
- Storage and retrieval systems.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Computer operations and related software applications, including familiarity with Microsoft Suite and Google Apps
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- General school and/or district office practices.

### **ABILITY TO:**

- Manage the Instructional Services Department.
- Provide secretarial assistance to the Assistant Superintendent, Instructional Services
- Compose correspondence and work independently with little supervision.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Serve as a liaison between students, staff, parents, District personnel and the community.
- Operate a computer and a variety of office machines and equipment.
- Learn, in a short amount of time, the SDCOE Fiscal and Student Information Systems; laws, codes, regulations, terminology, practices and procedures related to the assignment; District organization, operations, policies and objectives.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Prioritize and organize tasks.

- Meet schedules and timelines.
- Perform duties effectively with many demands on time and constant interruptions.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree preferred; Any combination of education, experience, and/or training equivalent to a bachelor's degree in business, public administration, communications or related field and three years of experience in providing executive level administrative support to a leader of a public or private organization, preferably in a school or school district setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting or standing for extended periods of time.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Confidential Salary Schedule.