



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 73-2022/23  
DOCUMENT NO. 52-2022/23  
DATED 05/17/2023

**SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT  
AND BOARD OF TRUSTEES**

**DEPARTMENT/SITE:** Office of the  
Superintendent

**REPORTS TO:** Superintendent

**SALARY SCHEDULE:** Classified Confidential

**SALARY RANGE:** 11

**WORK CALENDAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Superintendent, the Senior Executive Assistant to the Superintendent and Board of Trustees performs highly responsible confidential and complex executive assistant duties; exercises independent judgment to assist the Superintendent in administrative detail requiring considerable knowledge in the use and interpretation of District policies and procedures. Performs responsible secretarial duties for the Board of Education involving coordination, preparation and dissemination of Board agendas and minutes, Board-appointed committees and maintaining the Board calendar. The incumbent in this classification provides the school community with complex executive assistant duties, in support of the Superintendent and the Board of Trustees, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the ninth level out of ten in the Administrative Assistant Series. The Senior Executive Assistant to the Superintendent and the Board of Trustees performs highly complex executive administrative assistant duties in support of the office of the District Superintendent and the Board of Trustees.

**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.*

- Answers questions during Board Meetings, upon request from Superintendent and/or Board Trustees.
- Attends Agenda Review meetings with Board leadership and the Superintendent to provide information to all concerned regarding modifications of agenda items and/or to relate directions from the Superintendent or the Board Trustees; supports the Superintendent with the preparation of Board agendas and minutes; prepares and distributes Board Agendas for Regular and Special Board meetings.
- Attends and provides assistance to the Superintendent during executive cabinet-level meetings; takes notes and follows up with staff actions taken during the meetings.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates with outside organizations such as school districts, legal offices, media, elected official's offices, higher education administration, etc.
- Consults with legal counsel as requested by Superintendent and the Board of Trustees.
- Coordinates the annual employee recognition program "Service with Pride" and other District events as needed.
- Maintains calendars for the Superintendent and the Board of Trustees; arranges for meetings of the

Superintendent with various groups within and outside the District; makes travel arrangements for the Superintendent and the Board of Trustees as required.

- Maintains the Superintendent and Board of Trustees web pages on the District website.
- Oversees and coordinates Board meetings, Board Agenda Reviews meetings, individual meetings with staff and/or members of the community.
- Oversees and maintains the operating budget of the Superintendent's Office and for the Board of Trustees; monitors expenditures according to established guidelines.
- Oversees the accuracy of all correspondence, reference policies, rules and regulations prepared in written form on behalf of the Superintendent and Board of Trustees before it is made public; reviews and edits written material prepared by others.
- Performs basic to immediate image editing, typesetting, and layout for materials to be printed for the Superintendent's Office, such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.
- Prepares reports and meeting minutes for distribution (e.g., Board minutes, Board Newsletters, Student Voice minutes, compilation of various journalism reports) to inform and maintain communication with relevant District groups.
- Provides information in accordance with established procedures and policies, refers problems requiring technical answers to appropriate administrators, and resolves problems or concerns as established through office protocols and procedures.
- Reviews and revises board policies and bylaws as needed and recommended by the California School Board Association (CSBA) as needed.
- Serves as a liaison between the Superintendent and the Board of Trustees when needed; serves as Secretary of the Board at Regular and Special Board meetings; supports the Board of Trustees, including Student Board Members, to ensure Board meetings and agendas are under Brown Act compliance.
- Administers the day-to-day activities and functions of the Superintendent's Office utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical, and responsible functions of the office.
- 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:**

- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- 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 and/or Google Suite tools, and other applicable software applications
- Principles of supervision, office management and organization
- District policies and procedures associated with educational processes
- District organization and locations.
- General goals of public education

#### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed

Senior Executive Assistant to the Superintendent  
and Board of Trustees  
Updated: 2021 EH&A  
Previous update 2020



- Operate standard office equipment including utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Establish and maintain positive working relationships with representatives of local communications media, community, and employee organizations
- Display strong organizational skills and writing skills
- 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 and a high degree of professionalism, including discretion and attention to confidentiality
- Take and transcribe notes and/or meeting minutes recollections accurately
- 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; a second language (usually Spanish) may be required
- Perform independently 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 some resource 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:**

Seven (7) years of increasingly responsible secretarial and Executive Administrative Assistant work, that includes one or more of the following levels of the Administrative Assistant Series: V, VI, or the Executive Administrative Assistant and/or Executive Administrative Assistant - Confidential; **OR**; an equivalency of work experience performed from another educational institution or agency in the capacity of an Executive Administrative Assistant in the Administrative Assistant Series within the Madera Unified School District.

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

- This position is listed as Exempt per Ed Code 45272, section (b) (filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission)
- 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