



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 74-2022/23
DOCUMENT NO. 53-2022/23
DATED: 05/17/23

CHIEF EXECUTIVE ASSISTANT

DEPARTMENT/SITE: Office of the Superintendent

SALARY SCHEDULE: Classified Confidential

SALARY RANGE: 16

WORK CALENDAR: 261 Days

REPORTS TO: Superintendent and/or Deputy
Superintendent

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Superintendent, the Chief Executive Cabinet Assistant – Confidential leads strategic and tactical initiatives and projects as assigned by the Superintendent Executive Cabinet, Board of Trustees, Superintendent, and Deputy Superintendent to ensure the viable operations of the District and expand practices proven to raise student achievement; maintains constant and timely communication with the Superintendent regarding the day-to-day operation of the District; ensures the Superintendent's directives are implemented and represents the District as directed; receives and resolves concerns from staff, administrators, and the public in a timely manner to provide high quality services and ensure the credibility and integrity of the District, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This is the highest level in the Administrative Assistant Series. The Chief Executive Assistant performs highly responsible, confidential and complex administrative duties for the Superintendent Executive Cabinet, Board of Trustees, Superintendent and Deputy Superintendent. The incumbent works closely and serves as the primary point of contact with high-level administrators, executives, and elected officials and members of the public.

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.

- Acts as the responsible designee for channeling incoming correspondence directed to the Superintendent's Office to appropriate personnel for action or information; conserve the Superintendent's time by reading, researching, responding to, and routing correspondence and email; collect and analyze information to ensure accuracy of data for reporting and presentation of information.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates and collaborates with other administrators, district personnel, outside organizations, families, and community to coordinate activities and programs to improve learning and teaching in classrooms to eliminate the achievement gap.
- Directs and/or prepares and maintains a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities, and operations; analyzes, interprets, and provides recommendations to the Superintendent concerning District issues and other matters to meet the needs of students, families and the community.
- Facilitates timely communication among District administrators and staff to ensure efficient and effective services to schools in support of providing students a variety of options and activities to stay in school on target to graduate.

- Maintains contact with the Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Superintendent as directed.
- Organizes, coordinates or directs work on special projects as assigned by the Superintendent or Deputy Superintendent to accomplish stated goals; conducts research and assumes responsibility for the compilation of records and reports requested by the Superintendent or Deputy Superintendent.
- Oversees and coordinates Superintendent's executive cabinet-level meeting.
- Provides direction to executive cabinet-level members' administrative assistants for the purposes of planning, coordinating, monitoring board agenda processes, established timelines, procedures, and standards of quality on special assignments and/or projects, etc.
- Provides information on established District policies and procedures; serves as a liaison between the Superintendent's Office and members of the community, families, and staff; represents the Superintendent on District and community boards and committees as assigned; participates in District Board of Trustees committee meetings, and other activities deemed necessary by the Superintendent.
- Provides technical expertise, information, and assistance to the Superintendent or Deputy Superintendent regarding assigned functions, unusual trends, or problems, and recommends appropriate corrective action.
- Researches material through various resources for information to support the Superintendent's action in the development of policies, budgets, external reports and Governing Board requests.
- Travels to school sites and other agencies/organizations as required for the management and support of the Superintendent and Board of Trustees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work

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
- Read, interpret, apply, and explain current rules, regulations, policies, and procedures pertaining to the specialized areas of the position
- Display strong communication, organizational and writing skills
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the public using patience, and courtesy, and in a manner that reflects

- positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- 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
- Plan, organize and prioritize interdepartmental work in order to meet calendars and timelines
- 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
- Establish and maintain positive working relationships with staff, community, and employee organizations

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. 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:

Bachelor's Degree in Education, Psychology, Public/Business Administration, Organizational Development, or other related field from an accredited college or university.

EXPERIENCE REQUIRED:

Five (5) years of progressively responsible senior management experience working with high-level administrators, executives and elected officials with the demonstrated ability to effectively interact with all levels of management. Experience working in a school district environment is preferred.

OR an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

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)

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