

Foresthill Union School District

JOB DESCRIPTION District Executive Assistant/HR Specialist (Confidential Position)

GENERAL DESCRIPTION:

Under general direction of the Superintendent, a confidential employee who assists in the coordination of all Superintendent responsibilities, and resolves administrative problems and emergency situations through initiative and knowledge of District policies, rules and regulations. Performs specialized, highly complex and responsible administrative work for the Superintendent; serves as recording secretary at all meetings of the Board of Trustees, cabinet meetings, administrative meetings, and district committees; assists with all district communications and maintains files of official documents which pertain to actions of the Board; receives limited supervision within a broad framework of standard policies and procedures. To assist the Superintendent by planning, coordinating, and participating in the support activities related to Human Resources and the responsibilities of District administration. This job class requires initiative and exercises independent judgment in the application and follow-through of established procedures. This job class also requires extensive school, public, and organizational contact requiring the accurate interpretation of District policies, procedures, standards, and requirements.

SUPERVISOR: District Superintendent

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Maintains awareness of current District and educational issues often of a confidential nature, of importance to the Superintendent and the Board; inquires into policies and procedures followed in the past; gathers background materials; and does research as required
- Represents and speaks for the Superintendent, as directed
- Refers problems requiring technical answers to appropriate administrators
- Ensures that parents and the community are well informed about important district events and decisions through our web pages and our communications systems
- Responsible for the coordination of the district wide calendar
- Serves as a media contact person at the Superintendent's direction
- Maintains Superintendent's appointment calendar
- Drafts and revises letters and correspondence appropriate to the audience
- Screens the Superintendent's telephone calls and visitors; answers telephone inquiries; and collects backup data for communications requiring the Superintendent's attention. Screens the Superintendent's incoming correspondence, and indicates action required
- Assists in advising administrators regarding organization, personnel and implementation of new policies and procedures
- Explains Board of Trustees' Policies, rules, Administrative Regulations, and procedures to the general public and personnel

- Acts as informational liaison between the Superintendent and the Board of Trustees
- Coordinates Board requests and activities
- Receives and coordinates materials for the preparation and distribution of the agenda for the Board of Trustees
- Attends Board meetings, taking no verbatim notes of business transacted and transcribes, types, and distributes the official Board meeting minutes
- Prepares materials for the Board of Trustees and for committee meetings held by the Superintendent. Secures the Superintendent's approval of all informative reports to the Board of Trustees
- Writes reports to the Board as directed by the Superintendent
- Responsible for the coordination of the updating, distribution, and maintenance of Board policies
- Makes arrangements for conferences, meetings and business travel by Superintendent and/or Board members
- References policies, regulations, contracts, and Board Meeting Minutes in preparing correspondence for assigned projects
- Researches records and obtains information from offices and agencies as necessary to carry out assigned duties
- Attends meetings and conferences, as assigned
- Organizes and coordinates district sponsored recognition events and prepares certificates or orders awards as needed
- Respond to requests for information from staff and the general public regarding programs, policies, procedures, and regulations, or refer them to the appropriate department
- Manage and process discrete and confidential information Assist in the preparation of materials for negotiations for the certificated and classified bargaining process
- Coordinate the preparation and distribution of each collective bargaining unit's respective contract agreement and evaluation forms
- Prepare announcements of classified and certificated personnel openings in the district; Prepares job descriptions, interview questions, administers tests, schedules interviews, and assists in screening applications as necessary, conducts background checks
- Onboard new employees – payroll packets, ensure proper licensing/credentialing requirements have been met
- Monitor credentialing for all schools in District
- Manage employee Leaves, Restrictions and Accommodations working with counsel to ensure accuracy
- Ensure the Interactive Process is conducted appropriately for situations requiring potential action
- Coordinates District's participation in community events
- Analyze, research, interpret and apply laws and regulations; establish and manage priorities, processes and procedures; work independently; maintain deadlines; manage multiple projects; and travel to meetings, workshops and trainings
- Handle the Workers' Compensation carrier and employee regarding all claims
- Composes, types and assembles correspondence, reports, memos, and other materials independently

EMPLOYMENT STANDARDS/DESIRABLE QUALIFICATIONS/ABILITIES:

Knowledge of:

- School operations and issues relevant to the position
- Correct English usage, vocabulary, grammar, spelling, punctuation, and composition, including letter, memo, and report writing and proofreading
- Laws and regulations of the Education Code and District pertaining to assigned area
- Brown Act requirements for school districts
- Principles and practices of public administration as they relate to organization and office management, personnel administration, public relations, and fiscal practice
- Office methods, practices, and procedures, including principles and operation of word processing equipment
- Procedures and practices in public sector collective bargaining and interest-based bargaining
- Proper office management principles methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques
- Theory, principles, and practices of public school human resource management, school human resource law and school district organization
- Relevant State and Federal laws, regulations and procedures

Ability to:

- Establish and maintain effective and harmonious working relationships with other employees, officials of the district, other agencies, and the public
- Learn and interpret district policies, practices, and regulations, as well as those of local, county, state, and national agencies
- Exercise judgment and discretion in applying and interpreting laws and policies of the District, as directed by the Superintendent
- Read, write, and communicate in English
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Understand and apply complex policies and rules
- Apply good judgment in recognizing scope of authority
- Type 65 words per minute from clear copy
- Update and distribute Board Policies and Administrative Regulations
- Research and compile information and data, and complete a variety of major and comprehensive District, County, State, Federal and program reports
- Perform special projects
- Arrange interviews, appointments, schedules, and itineraries and maintain a detailed calendar for the district administrators
- Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare recommendations based on prudent public policy parameters
- Demonstrate proficiency in the use of computerized human resource management information systems
- Assemble data and prepare clear and concise reports including databases and spreadsheets
- Establish and maintain a complex variety of files and data collection systems

- Strong command of the English language; excellent spelling, vocabulary, punctuation, proofreading and grammatical skills
- Understand and carry out complex oral and written instructions independently
- Communicate effectively both orally and in writing in a clear and concise manner
- Learn, interpret and apply policies, rules and regulations, and operational procedures (e.g.: California Ed Code, Union Contracts, Board Policies, and other applicable laws.)
- Prioritize work flow and time lines so as to meet established deadlines or due dates

EDUCATION and EXPERIENCE:

- Graduation from a recognized four-year college or university with training in English, Public or Business Administration (or related field); or a combination of experience and education. An acceptable alternative is five (5) years of increasingly responsible secretarial experience, which has included the exercise of independent judgment, preferably including experience in a school district; or any combination of training and/or experience which would provide the desired knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS:

Licenses/Certifications:

- Valid California Driver's License
- First-Aid Certificate Desired
- Current CPR Certification

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will primarily be an indoor office work environment.

Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:
 - Lift, carry, push and/or pull items with a strength factor of light work
 - Hear and speak to exchange information in person and on the telephone
 - See to read a variety of materials
 - Possess dexterity of hands and fingers to operate a computer keyboard and ten-key adding machine or calculator
 - Bend at the waist, kneel or crouch to file materials
 - Reach above shoulders to file materials
 - Lifting 25 lbs. maximum or carrying any object weighing over 15 lbs.

Hazards:

- Sitting and viewing a computer monitor for extended periods of time; and dealing with difficult individuals

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

EMPLOYMENT STATUS:

- Confidential position, Confidential Salary Schedule
- Full time, 12-month position, 250 days, 8 hours/day
- Vacation time accrued on a monthly basis
- Holidays: Twelve (12) paid holidays
 - New Year's Day, Martin Luther King Day, Lincoln's Day, Washington's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day following, Christmas Day
 - Comp Time as authorized by Superintendent

FLSA Status: Non-exempt

Employee Group: Confidential

Salary Grade: Management/Confidential Salary Schedule

Board Approved: 12/12/2022