

## **Geyserville Unified School District Executive Assistant**

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible, enabling staff and students to go about exemplary teaching and learning. District leadership aims to build upon the strengths of all staff members so they may utilize their skills and talents to assist with this goal.

### **Position Overview/Definition**

The job of Executive Assistant was established for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts and public agencies.

In addition, the GUSD Executive Assistant assumes responsibility for providing HR, bookkeeping and data aggregation functions, processing information in compliance with financial, legal and administrative requirements, and assisting other office personnel.

Incumbents in this position are responsible for the agenda and minutes of all governing board meetings. This job reports to Superintendent.

### **General Duties and Responsibilities**

There are several distinct areas that the Executive Assistant is responsible for covering. Regular duties and responsibilities may include, but are not limited to the following:

#### **Administrative Support Services**

- Supports Superintendent and Governing Board for the purpose of providing assistance with their functions and responsibilities.
- Monitors a variety of activities on behalf of the Superintendent (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- *Board of Trustees:* Coordinates Board of Trustees meetings, logistics and materials; attends regular and special Board meetings to record minutes; updates district Board Policies and Administrative Regulations; updates Board related pages on District web site
- *District Emergency Preparedness Coordinator:* Works with site administrators to maintain and update District Emergency Operations Plans and Comprehensive School Safety Plans; applies emergency procedures when necessary and as required

- *Title IX Coordinator:* Coordinating and monitoring the district's compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex
- *District School Board Policy Maintenance:* Coordinate revisions to district policies and procedures, as necessary, to ensure that they are up-to-date and consistent with current requirements under state and federal laws, regulations, and guidelines
- *Staff and Student Data Support:* comes alongside staff to ensure district-wide data is clean, up-to-date, and ready for the aggregation process.
- Performs general record keeping and clerical functions (e.g. answering phones, copying, faxing, filing, word processing, etc.)
- Completes Public Records Requests
- Uses current technology and equipment to generate spreadsheets, reports and correspondences, shares new technical knowledge with staff
- Performs additional related duties, as assigned.

**Human Resources Coordinator:**

- As a confidential employee, the incumbent is responsible for maintaining all information that is deemed confidential by California Educational Codes, federal, state and local laws and regulations, as well as commonly accepted ethical standards and practices
- Establishes and maintains all personnel files according to legal and contract requirements
- Maintains and updates job descriptions and position announcements as well as posting them on EDJOIN and a variety of other modern methods and/or avenues
- Monitors credentials
- Coordinates Workers Compensation claims processes
- Oversees mandatory training compliance for all staff
- Health and Welfare benefits processing
- Reconciles Employee Status Reports and Absence Records and resolves discrepancies
- Assists with employee and consultant contracts
- Coordinates District involvement in any beginning teacher, intern and/or permitted teacher support programs
- Serves as facilitator and advisor to staff members and groups to respond to needs and requests and apply conflict-resolution techniques as required
- Monitors and updates the district personnel directory
- Updates Human Resources-related sections of the District web site as necessary
- Supports personnel (e.g. performs other duties as assigned) for the purpose of providing assistance with their administrative functions: School Principals, Secretaries, Custodians, Transportation, Food Services, and Health Services

**Data, Reporting and Testing Coordination:**

- *Attendance Reporting:* P-1, P-2, and Annual reporting, communicate data to auditors
- *Data and Testing Coordination:* Serves as the district-wide testing and data coordinator for a variety of systems and information systems. These include, but are not limited to:
  - SchoolWise monitoring and coordination with site secretaries to maintain student information system (SIS) completeness and accuracy; uses reports from SchoolWise to analyze data and correct errors or discrepancies
  - CALPADS (State Pupil Data System) data management and certifications, including required certifications during the year and data maintenance at least once a month or more
  - CalSAAS (Commission on Teacher Credentialing) California Statewide Assignment Accountability in support of the Every Student Succeeds Act

- CBEDS reporting for Classified Staff
- CAASPP (SBAC) District Testing Coordinator for annual testing cycle
- TOMS data maintenance and coordination with CALPADS for the purposes of CAASPP testing
- Suralink, for efficient communication with auditors

**Bookkeeper:**

- Calculates, assembles, sorts, tabulates and reviews a variety of financial and statistical data
- Compares, balances and reconciles forms, statements, records, reports and other financial related documents to identify errors, resolve discrepancies, and assure accuracy and completeness
- *Student Body Accounting Coordinator:* Uses current related software, ensures check requests and deposits are complete and accurate; makes bank deposits; reconciles and balances checkbook monthly
- Assists the Chief Business Officer with variety of routine matters including: payroll timesheets, computerized county personnel software program (ESCAPE); salary schedules; lunch applications; and bank deposits
- Reviews accounting and financial record-keeping problems; applies appropriate rules and regulations to resolve complex problems

**Standards of Knowledge and Ability**

**Knowledge of:**

- School district operations and philosophy
- Professional office etiquette
- Skills and tools to perform complex mathematical calculations
- Bookkeeping practices, spreadsheets, and report writing
- Auditing, and reconciling practices
- Employment law and accepted practices
- California Education Code
- Safe work practices

**Ability to:**

Specific abilities required to satisfactorily perform the functions of the job include:

- Maintain confidentiality at all times
- Be detail-oriented, performing tasks with limited or no supervision
- Use creative approaches to problem solving and use good judgment to independently interpret policies, procedures and regulations
- Maintain a growth mindset in changing and challenging situations
- Maintain and improve professional skills and knowledge
- Read, interpret and understand instructions both written and oral
- Communicate effectively both orally and in writing
- Facilitate group discussions
- Use Microsoft (MS) Office programs, including but not limited to Excel, Word and Publisher
- Use Google Workplace cloud tools including Docs, Sheets, and Google’s organizational functions
- Use email, fax and Internet resources to interface positively and effectively with staff, students and community members

- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files in order to support overall operations of the school district
- Analyze data utilizing defined processes
- Operate equipment using standard methods of operation
- Maintain orderly work environment and perform tasks in prescribed and safe manner
- Learn district emergency procedures to assist staff and students in being prepared for pending disasters

**Education Required**

Formal or informal education or training that ensures the ability to read, write and perform mathematical calculations at a level necessary for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities.

**Experience Required :**

Job experience with increasing levels of responsibility and growth.

**Additional Requirements:**

- Fingerprint and TB Clearance
- Valid Driver License

**Required Qualifications:**

Command of the Spanish language is highly desired.

**Working Conditions**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 25% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean, smoke- free atmosphere.

**Reports To**

Superintendent

*The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*