



Job Title: Special Assistant to the Superintendent

Department: Superintendent's Office
Reports To: Superintendent
Grade: CA-15
Number of Days: 12 Months
Security Access: ESC
Current Date: June 30, 2015
Overtime Status: Non-Exempt

Job Objective: Performs critical functions to support the Superintendent's activities, including scheduling, attendance at meetings and follow-up, special project coordination, and other functions related to providing effective administrative support to the Superintendent.

Minimum Qualifications:

- **Education:** Bachelor's degree or equivalent experience. Additional certification/training preferred.
- **Experience:** Three years of administrative experience or project coordination experience

Responsibilities and Essential Functions:

- Plans, organizes and attends meetings of the Superintendent.
- Researches, collects and prepares background information or materials as necessary
- Follows up on action items resulting from meetings in collaboration with the Office of the Superintendent staff.
- Prioritizes and assists in the coordination of multiple projects simultaneously and follows-up on time-critical issues.
- Aggregates, organizes and manages a variety of records, documents, and files.
- Prepares correspondence and other written materials for the Superintendent requiring specialized knowledge of the subject matter including meeting notes, topic and research briefs, etc.
- In collaboration with the office of the Superintendent team, provides administrative support to the Chief of Staff.
- Assists in research, content development, and creation of presentations.
- Along with the Administrative Assistant to the Superintendent, coordinates Superintendent attendance at events, seminars and appearances.
- Supports the Superintendent and Chief of Staff with program/project coordination, which may include planning, budgeting and tracking.
- Develops necessary materials and communications for meetings and events.
- Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by the Superintendent.
- Performs other activities at the direction of the Superintendent.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent verbal and written communication skills
- Ability to work independently, knowing when to leverage support from others
- Strong interpersonal skills, including an ability to foster and manage effective relationships with a wide range of colleagues and partners including internal Superintendent office staff, executive staff, community stakeholders, etc.
- Strong work ethic and positive attitude, with willingness to be flexible to achieve success
- Strong initiative and follow-through skills
- Strong ability to prepare, proofread, interpret, distribute and maintain specified routine and complex documents
- Exceptional attention to detail and high level of accuracy
- Ability to prepare talking points and presentations for executive management
- High proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint
- Ability to conduct web research and synthesize information quickly
- Ability to problem solve and to work effectively when parameters are not well defined
- Excellent organizational and project management skills, including the ability to prioritize, track, and accomplish multiple tasks simultaneously in a dynamic, fast-paced environment
- Ability to efficiently manage time to meet scheduled deadlines while keeping appropriate personnel apprised of status on a regular basis
- Excellent customer service skills and the ability to respond effectively to inquiries or complaints
- Ability to promote and maintain a collegial, collaborative team environment while consistently and effectively representing the views of District leadership at all times
- Sound judgment, maturity, and the ability to handle sensitive and confidential information with discretion
- Required to work flexible hours.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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