

**BERRYESSA UNION SCHOOL DISTRICT**  
**Position Description**

**JOB TITLE:**            **Executive Assistant, Educational Services**

**Job Purpose Statement/s:** The job of "Executive Assistant" is done for the purpose of providing clerical support to assigned administrative personnel; maintaining special education student records and data base; supporting the Student Attendance Review Board; monitoring assigned program components; communicating information to staff, the public and other districts; ensuring compliance with financial, legal, and administrative requirements.

**Essential Job Functions:**

- **Composes** documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to schools and district personnel, the public, State officials, etc.
- **Evaluates** situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Monitors** assigned activities and/or program components (e.g. education code, district requirements, program budgets, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Processes** documents and materials (e.g. testing materials, schedules, agendas, mail etc.) for the purpose of disseminating information to appropriate parties.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- **Supports** assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- **Maintains** special education student database for the purpose of generating class lists and transportation information.
- **Participates** in audits as assigned for the purpose of ensuring accuracy and program compliance.
- **Maintains** SARB (Student Attendance Review Board) schedule, correspondence and files for the purpose of supporting the Student Attendance Review Board.
- **Maintains** special education files for the purpose of ensuring confidentiality and retrieval of records.

**Other Job Functions:**

- **Assists** other office personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Other Job Functions:** (continued)

- **Participates** in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.
- **Performs** other job related duties as may be assigned.

**Job Requirements-Qualifications:**

**Experience Required:** Three years (minimum) prior job related experience.

**Skills, Knowledge and/or Abilities:**

*Skills* to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use correct English in both written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations.

*Knowledge* of rules and relations related to assigned functions, basic budgeting, financial and statistical record keeping.

*Abilities* to give and follow oral instructions, maintain statistical records, prioritize services effectively, work independently, work in a multi-task work environment, interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, fingering, talking/hearing conversation, near visual acuity/visual accommodation, and sitting for prolong periods of time.

**Education Required:** High School diploma or equivalent

**Licenses, Certification, Bonding, and/or Testing required:** Criminal Justice Fingerprint Clearance.

**Reports to:** Designated Administrator

**Terms of Employment:** 12 Months

**Salary Placement:** Range 13

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of Board's Policy on Evaluation of Classified Personnel and the CSEA Contract

Board Approved: July 21, 1998