



Fremont Unified School District  
**Classified Management Job Description**  
Administrative Assistant to the Superintendent

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

**Summary:**

The Administrative Assistant to the Superintendent reports to the Superintendent. Under direction, to serve as the Administrative Assistant to the Superintendent and the Board of Education; to provide assistance to the Superintendent in a variety of administrative and clerical matters; to assist the Superintendent in maintaining good public relations; and to perform a variety of specialized functions unique to the Superintendent's office; and other job-related duties as required.

**Essential Functions:**

Depending on the assignment, duties may include but are not limited to the following:

- Performs administrative assistant duties for the Superintendent and Board of Education as needed, including coordination of conference and travel arrangements, and assisting with Board requests and activities;
- Attends Executive Committee and other administrative committee meetings, takes minutes, and drafts minutes for the Superintendent's review and circulation;
- Coordinates the clerical work involved in preparation of the agendas for Board of Education meetings; attends the Board meetings, takes comprehensive minutes, non-verbatim and verbatim, by use of notes and/or recording equipment; drafts minutes for Superintendent's review and circulation;
- Acts to ensure smooth operation of the office and relieves Superintendent of as many administrative details as possible; attends to details on special matters assigned by the Superintendent;
- Opens and screens incoming correspondence;
- Receives and maintains confidential correspondence and materials of a sensitive nature for referral or files;
- Disseminates information to public agencies, and staff regarding administrative operations, policies and procedures;
- Maintains official records of Board of Education proceedings, agendas, minutes and legal documents;
- Provides initial contact, in person or by telephone, with persons wishing assistance, rendering direct assistance where possible; or referring as necessary to appropriate staff member, or making appointments with the Superintendent;
- May arrange for meetings involving administrators, employees, students, officials and members of the public;
- Transcribes dictation from notes or recordings;
- Prepares board meeting agenda documents, letters, reports, statistical tables, minutes, applications, memoranda, forms and other documents, from drafts, rough notes or oral instructions;
- Composes letters and memos from brief oral instructions or notes;
- Compiles and writes reports in accordance with written or oral instructions;
- Maintains good communications and working relationships with district employees;
- Collects data for communications requiring the Superintendent's personal attention;
- Prepares miscellaneous one-time-only documents, correspondence and reports as directed by the Superintendent or at own initiative;
- Assists the Superintendent with maintenance of good working relationships with all stakeholders, community groups and individuals;
- Makes arrangements for special meetings called by the Superintendent;
- May attend Special Education Local Plan Area Regional Policy Board meetings; takes minutes and draft minutes for Superintendent/Designee's review and circulation;
- May serve as notary public on District-related matters;
- Maintains and posts Board Policies;
- May order and maintain office supplies;

- Initiates forms used in various transactions, such as budget functions, and transactions, requests for personnel, and requisitions;

**Qualifications:**

Knowledge of:

- School district functions, policies, rules, and regulations;
- Office methods and equipment, filing systems, receptionist and telephone techniques, and letter and report writing;
- Record keeping methods and practices;
- Software (word processing, various databases, spreadsheets); web-based applications, districts' software system and voicemail and e-mail. English usage, spelling, grammar, and punctuation, with attention to detail;
- Education site/department operations and/or central office operations is desirable;
- FUSD Board policies and regulations is desirable;

Ability to:

- Learn, interpret and apply laws, rules, and policies exercising good judgment;
- Independently carry out a variety of technical procedures;
- Independently compose correspondence;
- Perform clerical work with accuracy and speed;
- Deal effectively with a wide variety of personalities and situations using tact, courtesy, poise and firmness;
- Deal effectively with sensitive matters requiring particular care;
- Accurately analyze situations, including emergency developments; and adopt an effective course of action;
- Independently carry out general directions;
- Make arithmetic computations quickly and accurately;
- Operate efficiently, software (word processing, various databases, spreadsheets); web-based applications, districts' software system and voicemail and e-mail;
- Type at a speed of not less than 60 words per minute from clear copy;
- Take dictation and transcribe it accurately;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Communicate effectively, orally and in writing;

**Education:**

Equivalent to the completion of a full two-year course of study leading to an associate degree in secretarial science, business or a related field.

**Experience:**

Five years of broad and varied administrative assistant experience in a position(s) of significant responsibility is required. One or more years of responsible clerical experience in education at a site or department is desirable.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and significant fine-finger dexterity. Read printed materials, video and computer screens, communicate in person, over the telephone and through emails.

**Non-Discrimination in Employment:**

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran

status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

FLSA Status

Approval Date

Salary Range

Exempt

N: 12/68 R: 3/80, 5/83, 6/86, 5/99, 5/17

Range 12