

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

ADMINISTRATION

BILINGUAL EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND THE GOVERNING BOARD

JD 4300

Definition

The Bilingual Executive Assistant to The Superintendent and The Governing Board, serving as a member of the Management Team, provides complete high level support services to the District Superintendent and the Governing Board, maintaining confidentiality and discretion in all communications; the Bilingual Executive Assistant supports community engagement, communication with committees, and bilingual outreach by providing excellent oral and written translations to and from Spanish, and providing varied, complex and responsible executive-level support.

Responsible to

The Superintendent

Examples of Duties

1. Serves as confidential secretary to the Superintendent and the Governing Board and protects sensitive information related to the Governing Board and Superintendent.
2. Organizes and coordinates the flow of work to the top administrative office in an efficient manner.
3. Communicates advice and instructions as an agent of the Superintendent.
4. Types, assembles, and distributes agenda and other materials for Governing Board meetings.
5. Prepares, updates, and revises Board policies and administrative regulations to ensure alignment with current California Education Code, legal mandates, and best practices; monitors legislative changes and works collaboratively with leadership to maintain compliance.
6. Attends Governing Board meetings, taking stenographic notes of business transacted and transcribes minutes for review and editing by the Superintendent.
7. Will perform independent and highly responsible administrative duties to support elected Board of Education members in fulfillment of their public office responsibilities by providing support, accountability, accessibility, and transparency. Work collaboratively with the Superintendent, executive and cabinet level staff on goals, objectives, special projects, and activities.
8. Maintains the official record of Governing Board minutes.
9. Maintains a file of items requiring action by the Governing Board.
10. Generates a variety of reports and forms requiring considerable interpretative Judgment.

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11. Manage and coordinate the daily operations of the Office of Superintendent to include the daily agenda and ensure that Superintendent is prepared with the appropriate documents and information prior to the scheduled meetings.
12. Relieve Superintendent of a wide and complex variety of administrative duties, review, research, analyze, and evaluate issues, data, recommendations, and alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions, advice, or information as appropriate.
13. Makes travel arrangements for the Governing Board and the Superintendent.
14. Coordinates the work of other staff members to ensure that records and tasks are complete and accurate.
15. Coordinate with union representative groups, parent groups, school secretaries, other community groups including in-service training programs.
16. Maintains cooperative working relationships with those contacted in the course of work.
17. Communicates with the public in situations requiring tact, diplomacy and discretion. Works closely with the Communications Department to ensure timely and accurate information is delivered to community, staff and students.
18. Provides translation to the Spanish-speaking community and translates a variety of written materials to and from Spanish.
19. Prepares a variety of correspondence and board communications independently or from oral instructions, including but not limited to Board of Trustees agendas.
20. Screens and routes correspondence and personally answers routine requests for general information.
21. Compile data and create reports by researching and summarizing information, verifying accuracy, completeness, and compliance with established procedures.
22. Initiate, answer, and screen telephone calls, providing information and referring callers to appropriate district personnel in both English and Spanish.
23. Directs, supervises, and evaluates all immediate subordinates.
24. Demonstrates a commitment to continuous learning. Ability to quickly adapt to emerging data, systems, and technology tools.
25. Performs other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. The ideal candidate has knowledge of and has implemented local, state, or federal statutes and regulations regarding public school districts, has participated in open, public meetings and is a rational problem solver who can respond to a variety of

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situations and make decisions without delay. Takes and transcribes dictation for a wide variety of subjects, including materials of a confidential and sensitive nature.

2. Knowledge of planning, development, and maintenance of complete file and record systems.
3. Mastery of the English and Spanish languages in both written and oral communication.

Ability to:

1. Complete projects with a high level of attention to detail for accuracy.
2. Ability to type at a net corrected speed of 65 words per minute.
3. Pass a District proficiency test in Spanish.
4. Applies correct English and Spanish usage, spelling, grammar, punctuation, and composition.

Training, Education and Experience

1. Bachelor's or Master's degree preferred; or relevant professional experience may be considered in lieu of a degree, supplemented by coursework in paralegal studies or a demonstrated ability and commitment to complete a paralegal certification program while in the position.
2. Four (4) years of increasingly responsible office experience, supplemented by additional training in executive office organization and advanced administrative skills, preferably including experience in a school district.

Working Conditions

Environment

1. Office environment
2. Constant interruptions

Physical Demands

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen.