



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CONFIDENTIAL JOB DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT III – OFFICE OF THE SUPERINTENDENT  
**REPORTS TO:** Superintendent **SITE:** District Office  
**CLASSIFICATION:** Confidential **WORK YEAR:** 12 Month  
**SALARY:** Range 355–Confidential Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** June 8, 2023

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#### **JOB SUMMARY:**

Under general direction of the Superintendent, serves as confidential assistant to the Superintendent. The incumbent will serve as the senior administrative, information and clerical officer to Superintendent and the Board of Trustees; direct and manage the preparation of Board of Trustee agendas- and minutes; direct the Administrative Assistants in the preparation of materials for the Superintendent and Board of Trustees; and oversee and direct the work for high level management meetings chaired by the Superintendent.

Under the direction of the Superintendent, the Administrative Assistant III ensures the efficient operations of the Superintendent's office managing the administrative functions and details of the Superintendent's office, relieving him/her of responsible administrative and clerical details by performing highly skilled and complex secretarial and administrative support work; demonstrates strong leadership qualities and professionalism; participates in planning, organizing, and scheduling meetings, events, etc. related to the assigned responsibilities; maintains the Superintendent's calendar and all general, confidential and special files used by the Superintendent; receives and screens telephone calls, visitors, and inquiries from the public when answering a variety of questions with considerable tact and judgement; maintains correspondence and confidential files; prepares agenda and takes minutes for the Principal, Cabinet/Council and Parent President Council meetings; reconciles budgets as assigned; provides clerical services for the Board of Trustees and performs other duties as assigned..

#### **DISTINGUISHING CLASS CHARACTERISTICS:**

This position is distinguished from other Administrative Assistant classifications by the nature, scope and complexity of the work which requires highly proficient communication, managerial, organizational and analytical skills and the knowledge of the operations, policies, functions, and organizational relationships of a school district administrative office; the work requires continual application of employee contracts and District Policy and regulation; the work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks; the work involves dealing with a wide variety of information on a strictly confidential basis; the work involves constant contact with employees, students, parents and the public.

#### **ESSENTIAL FUNCTIONS:**

1. Serves as liaison for the Superintendent with District and school staff, parents, and the community.
2. Assists the Superintendent in arranging priorities for handling of correspondence, meetings and transactions.
3. Maintains control of files of matters in progress for the Office of the Superintendent and expedites their completion.
4. Serves as secretary to committees, preparing agendas and minutes.
5. Maintains material of a highly confidential and sensitive nature.
6. Maintains the Superintendent's appointment calendar.
7. Coordinates and handles special projects, luncheons and other social and business functions required of the Superintendent.
8. Makes all registration/travel arrangements for the Superintendent and the Board of Trustees related to conferences, or other meetings and functions.

9. Attends public Board meetings and serves as recording secretary.
10. Maintains official Board minutes and indexes all Board of Trustee actions.
11. Participates in the development of a budget for the Superintendent's office.
12. Monitors and reconciles budgets as assigned, etc.

**EMPLOYMENT STANDARDS:**

- Incumbents must be able to perform all essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- Five years of increasingly responsible Administrative Assistant experience, including the exercise of independent judgment, preferably within a school district.
- Ability to type accurately at 65 words per minute
- Ability to record dictation and transcribe accurately and quickly.
- Excellent knowledge of correct English usage, spelling, grammar, punctuation, and vocabulary.
- Ability to plan, organize and schedule meetings and events.
- Possession of effective public relations skills.
- Ability to effectively communicate with administration, staff, students, parents, media, and community.
- Excellent working knowledge of Microsoft Word/Office software/Google Docs.
- Ability to monitor and reconcile office budgets.
- Ability to compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.

**DESIRABLE QUALIFICATIONS:**

- Related experience in a school or in a central administration office setting.
- Knowledge of laws and regulations, governing a school district.
- Knowledge of Microsoft Office products, including Excel and presentation software.

**KNOWLEDGE OF:**

- Applicable sections of the State Education Code and other applicable laws.
- Principles and practices of training and providing work direction.
- Letter and report writing techniques.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Apply the rules, regulations and laws governing a school district.
- Communicate effectively both orally and in writing.
- Multi-task in a busy environment.
- Meet schedules and time lines.
- Read, interpret and apply rules, regulations, policies and procedures.
- Work cooperatively with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Work effectively with team towards common goals.
- Work confidentially with discretion.
- Maintain records and prepare reports.

- Perform mathematical calculations with speed and accuracy.
- Keyboard at a speed of 45 wpm.
- Work independently with little direction.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and determine appropriate course of action within clearly defined guidelines.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Ability to sit for long periods of time.
- Ability to read fine print
- Ability to speak in an understandable voice
- Ability to operate a computer keyboard, typewriter, copier and related office equipment
- Ability to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds.
- Ability to tolerate moderate noise level in working environment

**LICENSE/OTHER REQUIREMENTS:**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.