

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

### **DEFINITION**

Under the direction of the Superintendent, the Executive Assistant to the Superintendent performs a full range of highly responsible, advanced, and confidential executive administrative duties in support of the Superintendent and the Joint Board of Management.

This position requires the ability to manage sensitive issues with discretion, exercise independent judgment, coordinate governance activities, ensure effective communication across the organization, oversee complex calendars and projects, and support agency-wide administrative operations.

### **EXAMPLES OF DUTIES**

1. Serve as the primary liaison between the Superintendent and the Joint Board of Management, Cabinet, school districts, and community partners.
2. Coordinate all aspects of Board governance, including agenda development, packet preparation, publication, legal posting requirements, and archival of official documents.
3. Prepare materials for regular and special Board meetings, study sessions, and closed session hearings; attend all Board meetings, take and prepare official minutes.
4. Maintain ongoing communication with Board Members and support board relations, onboarding, and compliance with governance protocols.
5. Ensure accurate maintenance of official records for the Superintendent and the Board; oversee compliant processes for public information requests.
6. Manage the Superintendent's complex calendar, using discretion to establish priorities, triage requests, coordinate meetings, and ensure timely completion of all obligations.
7. Screen and triage incoming communications; prepare briefing notes, background materials, and follow-up actions for the Superintendent.
8. Initiate, draft, edit, and distribute professional correspondence, reports, acknowledgments, and communications on behalf of the Superintendent.
9. Independently prepare presentations, talking points, and written materials for internal and external stakeholders.
10. Maintain confidential files, contracts, agreements, and records in compliance with legal and organizational requirements.
11. Coordinate projects, initiatives, and cross-departmental efforts at the direction of the Superintendent; track deadlines and ensure follow-through.
12. Assist in interpreting, researching, updating, and maintaining current San Gabriel Valley ROP (SGVROP) policies and procedures.
13. Support the Superintendent in preparing for leadership meetings, conferences, accreditation activities (including WASC), and community engagement events.
14. Assist in monitoring legislative and policy developments; distribute updates to staff as appropriate.
15. Coordinate with departments to prepare Superintendent-level reports, data summaries, and compliance documentation.
16. Assist in incident reporting, safety communication, and risk management coordination as

directed.

17. Serve as an administrative point of coordination during crises or urgent operational issues in the absence of the Superintendent/Superintendent's designee during high-risk situations.
18. Draft and edit internal and external communications, including newsletters, announcements, media statements, and Superintendent messages.
19. Support branding, outreach, and public-facing materials for SGVROP events and initiatives.
20. Maintain positive public relations with staff, district partners, and community members.
21. Plan and oversee organizational events (ceremonies, meetings, retreats, trainings, and special functions), coordinating logistics with other departments and external vendors.
22. Arrange travel and conference logistics for the Superintendent and Board Members.
23. Provide support at events requiring the Superintendent's presence, including evening or off-site functions.
24. Perform the above and other related duties consistent with the scope and intent of the position with strict confidentiality and professionalism.
25. Perform related duties as assigned by the Superintendent and Board.

### **QUALIFICATIONS**

1. High school diploma supplemented by advanced college-level coursework in business, computer software applications, communication, marketing or related field.
2. Five (5) years of increasingly responsible experience supporting a Board, Superintendent, Cabinet-level administrator, or governance body.
3. Any combination of education, training and/or experience demonstrating ability to perform required duties.
4. Bachelor's degree, highly desirable.

### **KNOWLEDGE OF**

1. Functions, operations and activities of a Superintendent's office.
2. SGVROP organization, policies, goals and procedures.
3. Microsoft Office Suite, Google Workspace, and modern digital workflow tools.
4. Principles of public governance, Brown Act requirements, and board operations.
5. Professional communication techniques, presentation formatting, and public information practices.
6. Effective customer service, leadership support, and organizational protocols.
7. Applicable sections of State Education Code, State & Federal laws, rules, and regulations.

### **ABILITY TO**

1. Exercise judgment in relieving the Superintendent of administrative and operational details within a defined scope.
2. Manage complex schedules and high-level communications with minimal supervision.
3. Prepare accurate, high-quality reports, minutes, agendas, and formal documents.
4. Analyze information, anticipate needs, and support executive decision-making.
5. Maintain strict confidentiality and handle sensitive matters with discretion.
6. Communicate effectively in writing and verbally with diverse audiences.
7. Plan, organize, and execute organizational events and meetings.
8. Establish and maintain effective professional relationships.
9. Work independently, prioritize tasks, and manage multiple deadlines.

**PHYSICAL ABILITY**

While performing the duties of this job, the employee is frequently required to use hands or fingers, handle or feel objects, tools or controls, talk or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

Employees in this classification work primarily indoors in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SALARY PLACEMENT**

Classified Schedule/ M40

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*

*Board Approved 12/11/2025*