



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>EXECUTIVE COORDINATOR - SUPERINTENDENT'S OFFICE</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	02
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Superintendent or assigned designee	<b>FLSA:</b>	Exempt

**BASIC FUNCTION:**

Plan, coordinate, and organize District executive offices and department activities that support the Superintendent, assigned designee, and Governing Board, including, but not limited to, correspondence, official proceedings, meetings, and records; act as a liaison between the Superintendent, assigned designees, Governing Board, staff and the public to provide information, address a variety of issues, and/or provide general support; train and provide work direction and guidance to assigned staff as directed. The incumbents in this classification assist in providing comprehensive support, ensuring the efficient operation of the Office of the Superintendent, assigned designees, and Governing Board which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform highly responsible duties as the primary and confidential coordinator to the Superintendent, assigned designees, and Governing Board; plan, coordinate, and organize District executive offices and department activities and flow of communications for the Superintendent, assigned designees, and Governing Board; maintain confidentiality of privileged and sensitive information.

Evaluate situations (e.g. involving staff, students, parents, the public, etc.) and take appropriate action and/or direct to appropriate personnel for resolution; interpret policies and regulations to officials, staff and the public; respond to requests, complaints and questions from officials, staff and the public; process documents and materials and disseminate information to appropriate parties.

Facilitate positive/clear communication regarding District operations between the community, schools, programs, organizations, and the administrative offices; serve as the communication link and resource between the Superintendent, assigned designees, and the Governing Board.

Compose correspondence independently on a variety of matters including those of a confidential nature; prepare various reports, contracts, packets, memoranda, bulletins, notices, and other materials as directed; prepare, format, edit, proofread and revise written materials such as correspondence, excerpts and resolutions, multimedia presentations, communications updates, reports and research topics.

Prepare draft position statements and media message points on major District issues and initiatives; coordinate spokesperson for interviews; assist as needed in crisis management; liaise with El Cajon Police

Department, other agencies, and the media during District and school emergencies.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities and/or equipment; maintain and coordinate the Superintendent's, assigned designees, and Governing Board calendar; coordinate and arrange programs, special events and/or activities for the Superintendent, assigned designees, and Governing Board.

Attend Governing Board meetings and prepare related notices, reports, presentations, and agendas; record and transcribe minutes; prepare and distribute minutes, update records, statements, documents, and reports to appropriate personnel; consult and render opinion of parliamentary procedure and public meetings often in front of live audiences.

Maintain Governing Board documents, files, and records (e.g., Board policies, permanent files, audio/video tapes, etc.) to provide up-to-date reference and audit trail for compliance.

Perform special projects and prepare various forms and reports on behalf of the Superintendent, assigned designees, and Governing Board; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent, assigned designees, and Governing Board areas of responsibility and assigned programs.

Research and compile a variety of information; prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.

Input a wide variety of data into assigned computer systems; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

Operate and maintain a variety of modern office equipment, including a computer and assigned software; arrange for equipment repairs as needed.

Establish and maintain a professional atmosphere for the District's executive offices; communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.

Obtain and provide information, records, and materials to staff and the public where judgment, knowledge, and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

Provide leadership to school site secretaries; develop and implement office procedures to ensure complete and timely operations; create office forms to facilitate workflow and ensure implementation.

Attend and represent the Superintendent and District at a variety of meetings, workshops, trainings, conferences, and events, as assigned; drive a vehicle to various sites to conduct work, as necessary.

Train and provide work direction and guidance to assigned personnel, as directed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.
- Correct English usage, spelling, grammar, and punctuations.
- Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

- Perform highly responsible and confidential duties to relieve the Superintendent and assigned designees of a variety of administrative details.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Plan, coordinate, and organize office activities and flow of communications and information for the Superintendent, assigned designees, and Governing Board.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Type or input data at an acceptable rate of speed with accuracy.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment, including a computer and assigned software.
- Communicate effectively both orally and in writing to a diverse audience.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Represent the District publicly with integrity, self-confidence, and professionalism.
- Respond to situations appropriately using tact and diplomacy.
- Plan, prioritize, and organize work and effectively manage simultaneous projects.
- Meet schedules and timelines.
- Work effectively, both independently and as a member of a team.
- Maintain confidentiality of privileged and sensitive information.
- Maintain flexibility while working with others in a wide variety of circumstances.

Work with a significant diversity of individuals and/or groups.  
Adhere to safety practices.  
Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a degree in public or business administration, communications, political science, public relations, prelaw, or related field and a minimum of five (5) years of experience in a professional capacity supporting an executive and public or political processes.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualifications for District vehicle insurance coverage.  
Driving a District vehicle to conduct work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Subject to District and travel to attend meetings, conferences, and events to conduct work.  
Subject to attending evening Board meetings.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer key and other office equipment.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling, or crouching to retrieve and/or file materials.  
Reaching overhead, above the shoulders, and horizontally.  
Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.  
Operate vehicle to travel independently on short notice to other District or community locations to conduct work.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

(NEW) Approved: GB 12/14/17; PC 12/21/17; Replaces Executive Assistant to Superintendent  
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025