

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: EXECUTIVE COORDINATOR – SUPERINTENDENT’S OFFICES**

**BASIC FUNCTION:**

Under the direction of the Superintendent, Chief Innovation and Engagement Officer (“CIEO”) and Governing Board, plan, coordinate and organize District executive offices and department activities that support the Superintendent, CIEO and Governing Board, including, but not limited to, correspondence, official proceedings and meetings, and records; act as a liaison between the Superintendent, CIEO, 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential coordinator to the Superintendent, CIEO and Governing Board; plan, coordinate and organize District executive offices and department activities and flow of communications for the Superintendent, CIEO 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, CIEO and the Governing Board; operate district social media platforms and post updates as necessary.

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; liaises 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, CIEO, and Governing Board calendar; coordinate and arrange programs, special events and/or activities for the Superintendent, CIEO 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 meeting 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, CIEO, and Governing Board; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent, CIEO 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 assure 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; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

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

Establish and maintain 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 assure complete and timely operations; create office forms to facilitate workflow and assure implementation.

Attend and represent the Superintendent and District at a variety of meetings, workshops, trainings, 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**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.  
Oral and written communication skills.  
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.

**ABILITY TO:**

Perform highly responsible and confidential duties to relieve the Superintendent and CIEO 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, CIEO, 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.  
Assure 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.  
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 independently with little direction.  
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.

**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:**

Valid California driver's license.  
Maintain qualification for automobile insurance coverage.  
Driving a vehicle to conduct work.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Constant interruptions.

Subject to district and travel to attend meetings and conduct work. Subject to attending evening Board meetings.

**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 lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Operate vehicle to travel independently on short notice to other district or community locations to conduct work.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen