

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Special Assistant to the Board of Education	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9707	WORK YEAR:	12 Months
DEPARTMENT:	Board of Education	SALARY:	Range 60 Salary Schedule F
REPORTS TO:	Board of Education	BOARD APPROVAL:	09-17-15

BASIC FUNCTION:

In support of the Board of Education, individuals will perform independent, specialized duties; focus on strategic and tactical efforts; use independent judgment and analysis; work with District leadership; provide customer service to stakeholders by assisting in the response to information inquiries; and attend Board of Education meetings.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, and coordinate activities as directed by the Board of Education. **E**

Coordinate activities and projects through teaming, planning, and implementing. **E**

Provide Board Members with routine administrative and technical details; coordinate communication and information; compose correspondence independently; and research, compile, summarize, and type various reports and statistical data. **E**

Co-manage the Board of Education Office and work collaboratively with the Board of Education Specialist. **E**

Assist with the development and preparation of the Board of Education budget; compile data for managing office; and monitor and maintain the budget as directed. **E**

Collaborate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Prepare and present reports and other necessary correspondence; attend meetings as directed by the Board of Education.

Provide a positive climate of interaction and communication between school staffs, families, and the community, in support of the Board of Education. **E**

Contribute to the planning and implementation of conferences and other events. **E**

Transmit confidential and controversial information as appropriate; screen a variety of visitors and telephone calls; answer questions; assist in resolving complaints from the public; and refer matters to proper personnel as required. **E**

Provide information on established District policies and procedures; serve as a liaison between the members of the Board of Education and members of the community, parents, and staff. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communication within a 24-hour period; and lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the District. **E**

Possess an understanding of District climate, challenges and opportunities for developing strategic partnerships in Sacramento area schools. **E**

Keep Board members informed of opportunities in specific areas, as identified by Board members, and attend such events. **E**

Collect, monitor, organize and disseminate school event flyers, community event flyers, meetings, celebrations, etc. to each member's email and provide a shared Board e-Calendar. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

A Bachelor's degree and two years of increasingly responsible experience, including one year in an educational environment preferred. Experience working with an education attorney, legislative office, non-profit, government agency, or community organization preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide personal automobile and proof of insurance; use of transcription equipment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public schools and their structure.

Urban school districts and diverse student populations.

Public speaking skills.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills, and the ability to do basic policy analysis.

Research methods and report writing techniques.

Applicable state and federal laws, codes, regulations, policies, and procedures.

ABILITY TO:

- Communicate effectively, both orally and in writing.
- Prepare comprehensive narrative and statistical reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Operate a computer and related software.
- Meet State and District standards of professional conduct as outlined in Board Policy.
- Prepare and deliver oral presentations.
- Manage and prioritize multiple stakeholder groups and perspectives

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; and constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects; transport materials to Board meetings.

SAMPLE HAZARDS:

Contact with dissatisfied individuals.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date