

**GRIZZLY CHALLENGE CHARTER SCHOOL**  
**CLASSIFIED JOB DESCRIPTION**

**TITLE: EXECUTIVE ASSISTANT**

**BASIC FUNCTION:**

Perform highly responsible and confidential clerical and administrative duties to support the Grizzly Director/Principal. Interpret policies and regulations to officials, staff and public. Develop and maintain data collection systems, special projects, reporting systems, department procedures, and information/software systems. Perform administrative support duties in areas such as planning, budget, purchasing, contract administration, data management, research, and technical support functions. Plan, coordinate and organize site activities and coordinate flow of communications and information for the Grizzly Director/Principal. Prepare and maintain manual and automated records and reports related to activities. Assignments are frequently broad in nature and require originality and ingenuity. May serve as a resource in the resolution of significant issues.

**DISTINGUISHING CHARACTERISTICS:**

This level is distinguished from the Administrative Assistant level in that it works independently with only general guidance on a variety of special projects, performs a wide range of advanced, diversified, and confidential administrative and support duties of a highly responsible nature. Has demonstrated knowledge of business procedures and operations. Provides input concerning department or program needs and the development and implementation of policies and procedures. Assists in budget preparation at the program level. Functions performed at this level have wide-spread visibility, including state and county levels, which can significantly affect public perception of the organization.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform professional administrative duties in such areas as data analysis, planning, purchasing, research, data auditing and technical support functions. Establish and maintain office time lines and priorities.

Act as a liaison between the Grizzly Challenge Charter School, program partners in the California State National Guard, San Luis Obispo County Office of Education (SLOCOE), school districts, and the California Department of Education. Prepare reports required by SLOCOE and the California Department of Education and ensure data collection and reporting procedures meet mandated regulations. Perform and monitor program data entry and ensure the accuracy and content of data and reports.

Prepare and maintain records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties. Establish and maintain records systems.

Review, revise, verify, proofread and documents. Prepare and process student enrollment paperwork and related rosters, records and reports.

Perform complex clerical and administrative assistant duties to relieve the Grizzly Director/Principal of administrative and clerical detail. Plan, coordinate and organize department or site activities and coordinate flow of communications and information to assure smooth and efficient operations. Monitor related functions to comply with established laws, rules, regulations, policies and procedures.

Provide technical support to program staff in processing data, interpreting regulations and procedures, and using student systems and databases. Conduct trainings for users of student database systems.

Maintain and manage several databases including CalPads, Aeries, and Filemaker Pro. Identify and research database system related problems. Secure and diagnose relevant information and determine appropriate action for resolution. Collect and input data into assigned databases and computer systems. Initiate queries, develop spreadsheets, manipulate data, and generate computerized reports. Ensure accuracy of input and output data. Compile information, and prepare and maintain narrative and statistical records, reports and files related to the assigned functional area.

Identify and advise the administrator of unmet department needs or compliance issues. Research and evaluate legal issues and recommend procedures to correct deficiencies.

Prepare, compose, and develop reports, graphs, charts, and correspondence relating to assigned duties.

Perform public relations and communication services for the Grizzly Director/Principal. Receive, screen and route telephone calls. Take, retrieve and relay messages. Schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public. Provide information or refer to appropriate personnel for assistance. Exercise independent judgment and discretion in performing clerical tasks and resolving issues. Refer difficult issues to appropriate personnel. Provide technical information and assistance related to department, site, or program operations and related laws, rules, regulations, policies and procedures.

Compose a variety of materials and correspondence, independently or from verbal direction on a variety of matters including those that may be sensitive or confidential. Create and edit documents including replies to correspondence, inter-office communications, forms, letters, reports, statistical data, memoranda, lists, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, notices, certificates, contracts, agreements, and other materials. Prepare, format, proofread, edit and revise materials to meet needs. Develop and maintain charter school website features.

Perform clerical accounting duties in support of the charter school. Monitor income and expenditures, ensuring expenditures do not exceed established budget limitations. Produce and audit budget reports. Calculate, prepare and revise accounting and budgetary data. Balance and reconcile assigned accounts and budgets. Maintain fiscal records and files. Prepare, process and code purchase orders, budget expenditures, and invoices. Arrange for billings and payments. Assist the Grizzly Director/Principal in the preparation of department or program budgets by reviewing prior year budgets for over/under expenditures, ensuring payroll projections are accurate for all positions, and tracking unusual expenditures throughout the year. Train clerical staff in the use of budget software. Initiate budget transfers.

Receive, open, sort, screen and distribute mail. Compose replies independently or from verbal direction. Prepare and distribute informational packets and bulk mailings.

Perform special projects and prepare forms and reports on behalf of the Grizzly Director/Principal. Provide input concerning charter school or program needs and the development and implementation of policies and procedures, which may include researching, evaluation, and compiling a variety of information. Compute statistical information for federal, state and charter school reports. Ensure mandated reports are completed and submitted to appropriate agencies and personnel according to established time lines. Compile and maintain grant information, records, and related materials.

Coordinate, schedule and attend meetings, workshops and other events. Prepare and send out notices of meetings. Compile and prepare agenda items and other required information for meetings, workshops and other events. Set up equipment and supplies for meetings and other events. Take, transcribe and distribute minutes.

Maintain and coordinate appointment and activity schedules and calendars. Coordinate travel arrangements and hotel reservations. Process reimbursement claims. Reserve facilities and equipment for meetings and other events.

Train and provide work direction and guidance to designated personnel. Provide input concerning employee interviews and evaluations. Assign clerical staff duties and review work to assure accuracy, completeness and compliance with established guidelines.

Attend workshops, classes, and seminars to gain and maintain current knowledge of technology.

#### **OTHER DUTIES:**

Perform related duties as assigned within the scope and skill level of the classification.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Mathematic calculations.  
Business letter and report writing, editing and proofreading.  
Methods, procedures and terminology used in clerical accounting work.  
Data control procedures and data entry operations.  
Budgeting practices regarding monitoring and control.  
Record retrieval and storage systems.  
Basic public relations techniques.  
Methods of collecting and organizing data and information.  
Department, and site organization, operations, policies and objectives.  
Applicable laws, codes, regulations, policies and procedures.

**ABILITY TO:**

Learn site organization, operations, policies and objectives.  
Maintain records, logs and files.  
Type or input data at 55 words per minute from clear copy.  
Operate office equipment including a computer and assigned software.  
Understand and follow verbal and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both verbally and in writing.  
Complete work with many interruptions.  
Meet schedules and time lines.  
Receive, sort, screen and distribute mail.  
Perform mathematic calculations with speed and accuracy.  
Demonstrate interpersonal skills using tact, patience and courtesy.  
Assure efficient and timely program area operations.  
Compose effective correspondence independently or from verbal instructions.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Work independently with little direction.  
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Understand and resolve issues, complaints or problems.  
Work confidentially with discretion.  
Plan, organize, prioritize, and schedule work for support staff.  
Determine appropriate action within clearly defined guidelines.  
Maintain regular and reliable attendance.

**EDUCATION AND EXPERIENCE:**

**REQUIRED:**

Eight years increasingly responsible clerical or administrative assistant experience, or a Bachelor's degree and two years related experience, or an AA degree and four years related

experience.

**DESIRED:**

Experience working in an educational setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office or school environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Physical agility to lift 15 pounds to shoulder height.

Lifting, carrying, pushing or pulling light objects.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

Approved: 11/9/23