



**CONFIDENTIAL EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS
AND
CONFIDENTIAL EXECUTIVE ASSISTANT II
AND
CONFIDENTIAL EXECUTIVE ASSISTANT**

BASIC FUNCTION

Under administrative supervision, provide primary executive assistance and support for the Office of the Superintendent of Schools or to senior-level executive leaders reporting to and serving on the Superintendent's Cabinet; serve as initial contact and interface on behalf of the executive; compile and prepare complex data, presentations and reports for district and public dissemination; provide expertise to the administrative support functions, staff and activities of the office, exercising professionalism, exemplary judgment, discretion and confidentiality.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide varied and complex professional executive and administrative support services to senior-level executive leaders reporting to and serving on the Superintendent's Cabinet or to the Superintendent of Schools; organize office activities and coordinate flow of communications and public relations for the office and executive; maintain confidentiality of sensitive and privileged information; assure smooth operations of assigned office. "E"
- Research, compile and maintain a variety of information in support of executive functions; prepare documents and analyses and compute statistical information for various District, state and Federal reports. "E"
- Anticipate information needs of the executive; proactively highlight issues needing urgent attention and follow-up; manage the executive's workflow by tracking and prioritizing tasks and projects to ensure optimal performance of the office. "E"
- Serve as executive office manager and liaison to department staff; support operational needs by communicating and coordinating internal activities, projects, programs and similar functions on behalf of the executive; organize and coordinate office operations, procedures and resources to facilitate organizational effectiveness and efficiency. "E"
- Maintain budgets and assure accounts are accurate and expenditures are in compliance with federal or State requirements; initiate purchase requisitions and budget transfers; oversee contracts and invoices; produce a variety of financial and statistical reports. "E"
- Receive visitors, including elected officials, district administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to education and business

practices and student achievement with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Assure timely communications between assigned office, the public and District employees; initiate phone calls to receive and transmit information; answer telephones, screen and route calls; take and relay messages; serve as a resource to others concerning policies and procedures and resolve issues as appropriate. “E”
- Compose, independently or from note or rough draft, a variety of materials including inter-office communications, e-mails, requisitions, forms, letters, contracts, special projects, legal documents and other materials; create and maintain project and confidential files. “E”
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; take, transcribe and distribute minutes; maintain appointment calendars; collect and compile information for meetings, projects and workshops; prepare agenda items and back-up materials; prepare charts and statistical information as needed. “E”
- Participate in and coordinate various routine and special projects for the executive; track and monitor progress and workflow and adjust priorities to meet completion deadlines. “E”
- Maintain a variety of complex records, lists and files including confidential materials; prepare purchase requisitions; prepare payroll; inventory, order, receive and distribute office supplies and materials. “E”
- Coordinate travel and conference arrangements; prepare related forms and reimbursements. “E”
- Operate a variety of office equipment, computer and peripheral technologies to record information and generate lists, reports and other materials; utilize a variety of word processing, database, presentation, webpage, spreadsheet, email, internet, intranet and other software. “E”
- Lead, attend and participate in a variety of in-service trainings and meetings. “E”
- May receive, open, sort, screen and distribute incoming mail and prepare bulk mailings.
- May provide leadership, work direction and guidance to assigned staff.
- May supervise and evaluate assigned staff.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Confidential Executive Assistant, Confidential Executive Assistant II and Confidential Executive Assistant to the Superintendent of Schools provide primary office management and executive-level administrative, secretarial and clerical support to members of the Superintendent’s Cabinet or to the Office of the Superintendent. The Confidential Executive Assistant II reports to a senior leader who supervises 200-level leaders (or above). Employees in these classifications perform a variety of complex and technical assignments and are expected to take a pro-active approach to anticipating the needs of the office and the executive. Employees demonstrate initiative to carry out their responsibilities and must apply a thorough knowledge of the organizational structure, functions and policies of the district in performing and coordinating their responsibilities. A high degree of integrity, professionalism, cultural responsiveness and discretion, along with an exemplary work ethic is paramount.

These classifications differ from the Administrative Assistant, which serves as the primary administrative secretarial and clerical support classification assigned to the offices and activities of members of the Superintendent’s cabinet.

EMPLOYMENT STANDARDS

Knowledge of:

Office practices, procedures and equipment.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Financial and statistical record-keeping techniques.

Effective customer service techniques.

Public purchasing and contracting guidelines and laws.

Existing and emerging technologies, business and web page software applications, including word processing, spreadsheet, database and presentation software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication techniques.
Budgeting practices including monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

Ability to:

Perform multiple complex and responsible administrative and secretarial support duties simultaneously with constantly changing priorities and deadlines.
Exercise a high level of public relations and communications skill in interactions with public and district employees. Welcome and empower students and families, including underrepresented families of color and those whose first language may not be English, as essential partners in student education, school planning and District decision-making.
Demonstrate a strong customer service orientation.
Read, interpret, communicate and implement a variety of complex laws, guidelines, initiatives and policies.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Plan, organize and complete assignments independently with little direction and constant interruptions.
Learn and implement PPS board policies.
Analyze situations accurately and adopt an effective course of action.
Compose correspondence and written materials independently or from oral instructions.
Assure efficient and timely completion of office and program projects and activities.
Advocate, model and implement Portland Public School's Equity Initiative and board policies.
Organize, administer, coordinate and oversee office activities.
Manage workflow through prioritizing and tracking tasks and projects.
Work collaboratively with a multitude of stakeholders, including parents, students, district staff and community partners.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment and technologies.
Learn and use a variety of software programs, such as Google platforms, Microsoft Office Suite, PeopleSoft, Sharepoint, Synergy and other programs.
Create and maintain a variety of budget, financial and statistical records and general office filing systems.
Adapt to and thrive in a dynamic work environment.
Research, compile and verify data and prepare reports.
Communicate effectively both orally and in writing.
Provide leadership, work direction and guidance to designated staff.

Education and Training:

Equivalent to completion of the twelfth grade, supplemented by college-level course work in secretarial science, English, communications, business administration, or a related field is required.

Experience:

Three (3) years of experience in an administrative or equivalent secretarial assignment with Portland Public Schools, including demonstrated mastery of word processing, spreadsheet and presentation software

or

Five (5) years of professional experience in an Executive or Administrative secretarial position in private industry or an external public agency is required.

Microsoft Office Suite, including demonstrated mastery of word processing, spreadsheet and presentation software, web page design and PeopleSoft or similar database software experience is required. Lead or supervisory experience and experience working in a richly diverse environment are highly desirable.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Positions in these classifications may require occasional evening and weekend work hours to set up and attend meetings.

Positions in these classifications may require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FSLA: Non-Exempt
Bargaining Unit: N/A
Salary Grade: CEA-19, CEA II-23, CEA-Superintendent 24

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*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.
The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P*