MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Executive Administrative Assistant/Human Resources	**REPORTS TO:**	Superintendent
DEPARTMENT:	Superintendent	**CLASSIFICATION:**	Confidential
FLSA:	Exempt	**WORK YEAR:**	12 Months
BOARD APPROVAL:	TBD	**SALARY:**	Confidential

BASIC FUNCTION:

Under the direction of the Superintendent, performs a wide variety of highly complex, confidential, district-level administrative, governance, secretarial, and technical duties to ensure efficient office operations and timely support for the Board of Trustees and District leadership. Concurrently plans, coordinates, and manages the operations and functions of the Human Resources Department. Supports executive staff regarding compliance with federal and state laws, California Education Code, District policies, and collective bargaining agreements. Oversees full-cycle recruitment, onboarding, certificated credentialing, benefit administration, leave management, staff complaint/investigation processes, and official District recordkeeping.

DISTINGUISHING CHARACTERISTICS:

A high degree of independent action relating to executive administrative support, board operations, technical aspects of research, human resources management, data reporting, and legal compliance. Must possess strong analytical skills, maintain absolute confidentiality, handle multiple complex projects concurrently, and display exceptional attention to detail.

REPRESENTATIVE DUTIES:

Executive Office & Board Support:

- Superintendent Support: Provide executive administrative support to the Superintendent upon request, including calendar management, scheduling, meeting setup, travel arrangements, and draft correspondence.
- Board Governance & Meetings: Assist the Superintendent in preparing agendas and packets for Board of Trustees meetings as required by law. Upon request, attend board meetings and other administrative meetings, record official minutes, summarize actions taken, and distribute final minutes.
- Board Policies & Resolutions: Maintain, update, and facilitate the official adoption and implementation of Board Policies, Administrative Regulations, and Board Resolutions. Manage current and historical board meeting documents in cloud-based and hard-copy archival systems.
- Public Liaison & Communication: Serve as a public liaison representing the Superintendent and District with the election office, parents, vendors, school site personnel, and community stakeholders across all communication mediums.
- Website & Document Management: Assist with the maintenance of the District website, administrative manuals, operating procedures, forms, and templates. Coordinate requests for district flyer distribution.
- Site Support & Logistics: Coordinate and schedule district-wide meetings and staff trainings. Provide administrative guidance and support to school site Administrative Assistants.

Human Resources & Compliance Management:

- Recruitment & Hiring: Coordinate and manage all phases of recruitment and hiring for certificated, classified, and management positions. Post positions internally/externally, proctor employment testing, screen applicants, assemble interview packets, sit on interview panels, collaborate with the Chief Business Official on salary placement, and issue official employment offers.

- Onboarding & Contracts: Prepare employment contracts, agreements, annual Intent to Return letters, and Reasonable Assurance notices. Lead the onboarding process for new employees. Maintain and update job descriptions, coordinating Union and Board approval processes and platform uploads.
- Regulatory & Legal Compliance: Collaboratively guide District compliance with local, state, and federal regulations, Education Code, and union contracts. Confer with legal counsel for guidance when necessary. Ensure consistent application of human resources processes.
- DOJ Custodian of Record: Serve as the Department of Justice (DOJ) Custodian of Record for the District. Process fingerprint clearances (DOJ/FBI) and manage the volunteer application approval process.
- Credentialing & Audits: Support executive staff and site administrators regarding certificated credentialing compliance. Conduct annual credential audits and manage annual CalSAAS assignment monitoring compliance.
- Employee Relations & Complaints: Collaborate with executive staff and site administrators regarding employee conflicts, complaint processes, and disciplinary matters. Support supervisors through investigations and performance management.
- Leave Management: Manage all requests for leave (e.g., FMLA, Workers' Compensation) in coordination with business technicians, site administrators, and supervisors, supporting staff throughout the process.
- Benefits Administration: Oversee health and welfare benefit administration for new employees and retired staff. In coordination with the Chief Business Official plan and execute the annual health care open enrollment process and Health Fair..
- Records & Systems Management: Maintain official staff records in QSS, Aeries, and internal databases. Maintain certificated and classified seniority lists and performance evaluation tracking schedules. Provide updated annual parental notifications for system uploads.
- Training & Staff Programs: Coordinate in-house CPR/First Aid training, facilitate the Teacher Induction Training Program across school sites, and organize staff wellness opportunities.
- General Duties: Perform related district-level administrative duties as assigned.

EDUCATION AND EXPERIENCE:

- Education: Associate’s degree preferred (or equivalent), supplemented by specialized training in office management, human resources, or public administration.
- Experience: Minimum of four (4) years of increasingly responsible clerical, executive administrative, or human resources experience within a school district, educational agency, or closely related public sector environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License
- TB Risk Assessment clearance
- California Department of Justice (DOJ) and FBI Fingerprint clearance
- Spanish speaking capability desired

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions, clerical operations, and procedures of a school district executive office and human resources department.
- Applicable sections of the California Education Code, state/federal labor laws, and collective bargaining practices.
- Advanced operation of office technology, including Microsoft Office 365 (Word, Excel, PowerPoint, Publisher), Google Workspace (Docs, Sheets, Forms, Drive), QSS, Aeries, and electronic document management systems.
- Principles and techniques of recruitment, selection, credentialing, benefit administration, leave management (FMLA/Workers’ Comp), and labor relations.

- State of California certificated credential requirements, CalSAAS monitoring, and DOJ Custodian of Record responsibilities.
- Board meeting governance, Brown Act requirements, minute taking, and policy adoption processes.
- Statistical data reporting, business correspondence, correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform complex, sensitive administrative and technical HR assignments independently with sound judgment, discretion, and confidentiality.
- Interpret, apply, and explain district policies, administrative regulations, laws, and union contracts.
- Communicate effectively both orally and in writing with trustees, staff, bargaining units, legal counsel, and the public.
- Prepare clear, concise, and comprehensive reports, board minutes, contracts, and official communications.
- Plan, organize, and prioritize workload to meet strict schedules and operational deadlines.
- Operate specialized software platforms (Excel, QSS, Aeries, Google Suite) proficiently.
- Establish and maintain cooperative, professional working relationships across all organizational levels.
- Demonstrate high standards of professional conduct, tact, patience, courtesy, and effective leadership.

WORKING CONDITIONS:

Environment:

Office environment.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone and make presentations; seeing to read and prepare detailed reports; dexterity of hands and fingers to operate a computer keyboard and standard office equipment.