

Brentwood Union School District

Job Title: Executive Assistant to the Superintendent

Reports To: Superintendent

Work Year: 12 Months

Classification: Confidential

Primary Function:

Under general direction, serve as Executive Assistant to the Superintendent and Board of Trustees. Perform highly complex, sensitive, and confidential executive-level administrative functions requiring independent judgment, discretion, and a comprehensive understanding of District operations, governance, legal compliance, and communications. Provide leadership-level support to the Superintendent, coordinate Board of Education activities, and oversee key districtwide operational and public-facing functions.

Representative Duties:

- Serve as primary executive support to the Superintendent and Board of Education, anticipating needs and independently managing priorities.
- Coordinate all aspects of Board of Trustees meetings, including agenda development, packet preparation, publication, minutes, follow-up actions, and compliance with Brown Act requirements.
- Maintain official records of Board proceedings, policies, administrative regulations, and confidential materials.
- Manage the process for updating and publishing Board Policies and Administrative Regulations using district-approved systems.
- Prepare executive-level correspondence, reports, presentations, and communications on behalf of the Superintendent.
- Serve as a central point of contact between the Superintendent's Office, Cabinet, District administrators, staff, community members, and external agencies.
- Exercise delegated authority, as assigned by the Superintendent, to coordinate staff, manage communications, and ensure administrative matters are carried out on their behalf in alignment with established direction.
- Serve as a point of contact for parents and other community members, with the ability to diffuse stressful situations with parents and community members. Represent the District in a professional and helpful manner on the phone and in person.
- Oversee the districtwide Public Records Act (PRA) request process, including coordination, tracking, compliance timelines, and responses.
- Provide day-to-day oversight and administrative coordination of all student accident reports, damage and reimbursement claims, and litigation matters, under the direction of the Chief Business Official.
- Oversee district social media platforms and website content in collaboration to ensure accuracy, compliance, and alignment with District messaging.
- Coordinate special projects and initiatives for the Superintendent, including confidential and time-sensitive assignments.
- Independently resolve administrative, procedural, and communication issues within established guidelines, escalating matters as appropriate.
- Schedule and coordinate executive meetings, workshops, conferences, and travel arrangements.
- Attend Board meetings, Cabinet meetings, and other administrative meetings as required.
- Compile and prepare annual reports and statistical data
- Perform other related duties as assigned.

Qualifications: Knowledge and Abilities:

- Advanced knowledge of school district organization, governance, policies, and procedures.
- Working knowledge of applicable laws and regulations, including the Brown Act and Public Records Act.
- Ability to handle highly confidential and sensitive matters with discretion.
- Ability to analyze situations, exercise sound judgment, and take independent action.
- Exceptional written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced executive environment.
- Proficiency with modern office technology, document management systems, and web-based platforms.

Education:

Equivalent to completion of twelfth grade; college coursework in business administration, public administration, or a related field is desirable.

Experience:

Three years of increasingly responsible executive-level administrative or secretarial experience supporting senior administrators, preferably in a public education or governmental setting.

Physical Requirements:

As required for office-based administrative work.