

SPECIAL ASSISTANT, OFFICE OF THE SUPERINTENDENT

DEFINITION

Assists the Superintendent and other executive staff by coordinating, monitoring, and directing a variety of administrative and analytical activities related to the Office of the Superintendent.

TYPICAL DUTIES

- Directs the planning of, oversees, and coordinates special large projects, planning activities, and goals at the discretion of the Superintendent or designee.
- Evaluates, recommends, and implements programmatic methods to maximize operational efficiency of programs and streamline the District's budgets.
- Participates with the Superintendent and senior management in strategic planning to meet District initiatives, policy and governance development, and problem resolution of complex issues and needs of the District.
- Assists the Superintendent or other executive staff in providing administrative oversight and direction related to District operations, communications, and data.
- Advises the Superintendent and District administrators on regulations, policies, and procedures.
- Reviews proposed legislation and analyzes effects on selected District programs.
- Serves as a liaison for the Office of the Superintendent to Board Members, schools, District departments, public organizations, and stakeholder groups.
- Provides communication counsel and support to the Superintendent to ensure the District's strategy, objectives, and performance are effectively relayed to external and internal audiences.
- Conducts meetings and makes oral presentations regarding District-wide issues.
- Prepares and contributes to reports, bulletins, briefings, presentations, and responses on operational and strategic issues.
- Remains abreast of public attitudes and opinions and reports such matters to the Superintendent.
- Acts as a primary crisis manager and troubleshooter for the Office of the Superintendent.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant, Office of the Superintendent performs high-level administrative duties and plans, develops, and coordinates studies related to the Office of the Superintendent.

The Administrative Project Coordinator, Superintendent's Office performs specialized responsibilities for the Superintendent of Schools and/or the Deputy Superintendent, School Operations by performing administrative coordination of projects and programs as they relate to the District's strategic plan and initiatives.

SUPERVISION

The Special Assistant, Office of the Superintendent receives general direction from the Superintendent or Deputy Superintendent, School Operations. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Educational theory and practice for K-12 programs
- Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
- Principles and practices of business and public administration related to business and office systems, procedures and policies
- Principles of public relations
- Collaborative problem-solving methods
- Effective administrative and managerial practices and ability to implement them
- Research techniques, including statistical analysis and graphic presentations
- Financial and project management computer software

Ability to:

- Represent the Superintendent or other executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
- Present information regarding District programs in a proactive, complete, and media-sensitive manner
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze written materials and oral communications
- Analyze laws, systems, and procedures
- Prepare clear, concise reports and make and explain recommendations
- Make effective oral presentations and conduct meetings
- Supervise effectively
- Establish and maintain cooperative and effective working relationships
- Operate a computer workstation

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in education or business or public administration. A master's degree in education or business or public administration is highly preferable.

Experience:

Four years of experience in managerial or professional positions with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, and report writing. A master's degree in education or business or public administration, or a Juris Doctor degree may substitute for two years of the required experience.

Special:

A valid California Driver License.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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