

SPECIAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER, OFFICE OF EDUCATIONAL
SERVICES

DEFINITION

Assists the Chief Executive Officer by coordinating, monitoring, and directing a variety of administrative and analytical activities related to the Office of Educational Services.

TYPICAL DUTIES

- Directs special projects at the discretion of the Chief Executive Officer.
- Coordinates special projects and activities among the nine divisions of the Office of Educational Services: Adult and Career Education, Beyond the Bell, Charter Schools, Food Services, Office of Environmental Health and Safety, Procurement, School Operations, Student Health and Human Services, and Transportation.
- Represents the Office of Educational Services, conducts meetings and makes oral presentations regarding activities to the media and the public.
- Oversees, monitors, and responds to the Chief Executive Officer's written and electronic correspondence; identifies critical issues that need to be addressed in a timely manner.
- Prepares, gathers, and researches materials in preparation for the Chief Executive Officer's daily meetings.
- Directs the preparation and publishing of reports, bulletins, and procedure manuals and edits for form, content, grammar, syntax, and style.
- Reviews proposed legislation and analyzes effects on selected District programs.
- Provides global oversight of all administrative functions of the Office of Educational Services, to include budget planning and management, payroll oversight, SAP approval, and P-card transactions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Executive Officer, Office of Educational Services performs specialized responsibilities for the Chief Executive Officer such as administrative coordination of projects and programs as they relate to the Office of Educational Services strategic plans and initiatives.

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

SUPERVISION

General direction is received from the Chief Executive Officer, Office of Educational Services. 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:

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
Use Microsoft Office

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in education, English 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

1. Exempt from FLSA
2. 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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

08-31-15

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