

## SPECIAL ASSISTANT TO THE DEPUTY SUPERINTENDENT

### DEFINITION

Assists the Deputy Superintendent by coordinating, monitoring and directing a variety of high-level administrative and analytical activities related to the Office of the Deputy Superintendent.

### TYPICAL DUTIES

- Directs, oversees, and coordinates special large projects, planning activities, preparation, analysis, and goals at the discretion of the Deputy Superintendent.
- Coordinates special projects and activities among the divisions of the Office of the Deputy Superintendent, such as: Beyond the Bell, District Operations, Environmental Health and Safety, Human Resources, Parent and Community Services, School Design Options, and Student Health and Human Services.
- Oversees all administrative functions of the Office of the Deputy Superintendent, including budget planning and management, payroll, SAP approval, and P-card transactions.
- Directs, evaluates, and participates in the development and implementation of procedures and organizational governance that affect the divisions under the Deputy Superintendent.
- Ensures compliance, improved service, operational efficiencies, and cost effectiveness.
- Assists in the development, revision, and monitoring of strategic plans, policies and procedures, and performance management measures.
- Directs the preparation and publishing of reports, bulletins, briefings, presentations, policy and procedure manuals, and responses to operational and strategic issues.
- Represents the Office of the Deputy Superintendent, conducts meetings, and makes oral presentations regarding activities to the media and the public.
- Oversees, monitors, and responds to the Deputy Superintendent's written and electronic correspondence and identifies critical issues that need to be addressed in a timely manner.
- Prepares, gathers, and researches materials in preparation for the Deputy Superintendent's daily meetings.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Deputy Superintendent performs specialized responsibilities for the Deputy Superintendent such as administrative coordination of projects and programs as they relate to the Office of the Deputy Superintendent's strategic plans and initiatives.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

### SUPERVISION

The Special Assistant to the Deputy Superintendent is a single-position classification and receives administrative direction from the Deputy Superintendent. Supervision may be exercised over lower-level professional and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- 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
- Principles of project management
- Principles and practices of strategic planning and execution

### Ability to:

- Estimate project requirements and organize resources to meet goals and deadlines
- Present information regarding District programs in a proactive, complete and media-sensitive manner
- Work effectively with all levels of District employees
- Prepare clear, concise reports, and make recommendations
- Analyze written materials and oral communications
- Make effective oral presentations and conduct meetings
- Communicate effectively orally and in writing
- Supervise effectively
- Analyze laws, systems, and procedures
- Establish and maintain cooperative and effective working relationships
- Operate computers with Microsoft operating systems and word processing, database, and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in education, English, business or public administration, or a related field. An advanced degree in one of the fields listed above is preferable.

### Experience:

Four years of experience in managerial or professional-level positions with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, report writing and/or project management. 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 and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Travel to locations throughout the District may be required.

This 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 a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
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RGK/PJO