



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1d

Meeting Date: September 17, 2015

Subject: Approve Sacramento City Unified School District Job Description –
Special Assistant to the Board of Education

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Human Resource Services

Recommendation: Approve Sacramento City Unified School District Job Description –
Special Assistant to the Board of Education

acramentoCityUnifiedSchool

District Board of Education office budget

LCAP Goal(s): Safe, Clean and Healthy Schools

Documents Attached:

1. Job Description – Special Assistant to the Board of Education

<p>Estimated Time of Presentation: N/A Submitted by: Cancy McArn, Chief Human Resources Officer Approved by: José L. Banda, Superintendent</p>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Special Assistant to the Board of Education **CLASSIFICATION:** Classified Confidential

JOB CLASS CODE: TBD **WORK YEAR:** 12 Months
DEPARTMENT: Board of Education **SALARY:** Range (60)
Salary Schedule (F)
REPORTS TO: Board of Education **BOARD APPROVAL:** TBA

BASIC FUNCTION:

In support of the Board of Education and the Superintendent, individuals will perform independent, specialized duties; ~~focus on strategic and tactical efforts; use independent judgment and analysis; work with District leadership; provide~~

Contribute to the planning and implementation of conferences and other events. E

Transmit confidential and controversial information as appropriate; screen a variety of visitors and telephone calls; answer questions; assist in resolving complaints from the public; and refer matters to proper personnel as required. E

Provide information on established District policies and procedures; serve as a liaison between the members of the Board of Education and members of the community, parents, and staff. E

Operation of a computer and related software.

ABILITY TO:

Prepare comprehensive narrative and statistical reports

Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Work independently with little direction.
Plan and organize work to meet schedules and timelines.