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

acramento City Unified School

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District Board of Education office budget

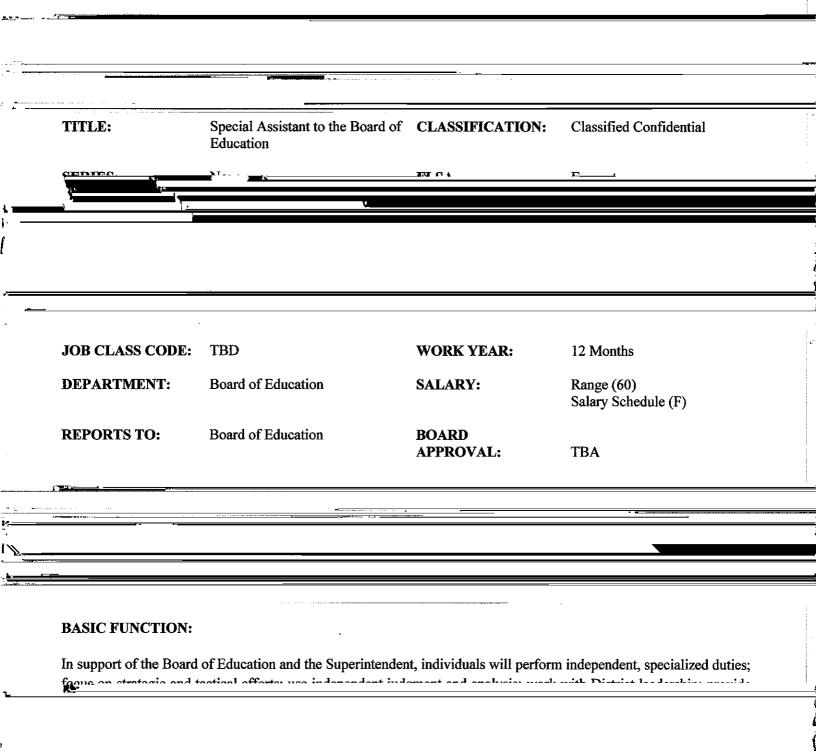**LCAP Goal(s):** Safe, Clean and Healthy Schools

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

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

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;

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.