



JOB DESCRIPTION

JOB TITLE: **Executive Assistant**

Position Type: <b>Exempt</b>	Department: <b>Superintendent</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Superintendent</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>June 24, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

To assist the Superintendent and Governing Board in the task of providing leadership for achieving and ensuring the best possible education for all students; to perform a variety of office work management, records and communication tasks in furtherance of the Superintendent/Governing Board goals, objectives and responsibilities.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Problem-solves concerns directed to Superintendent's office by staff members, students, parents and patrons.
- Provides and receives information requiring judgment on current and specific business of the District.
- Communicates with state, county and city agencies on behalf of the Superintendent and Governing Board.
- Communicates with legal representation as instructed on behalf of Superintendent and Governing Board.
- Assists all staff in the continuous improvement of school and community relations.
- Recognizes and respects the importance of maintaining confidentiality in all matters relating to the District.
- Attends meetings as assigned by Superintendent and records notes as recording secretary when applicable.
- Develops/monitors budgets of the Superintendent and Governing Board.
- Assists the Superintendent and Governing Board in preparing the agenda for Board meetings.
- Is responsible for preparation of the Governing Board meetings; meeting dates, postings, board packets.

- Attends all Governing Board meetings and Special Board meetings, and other after hour activities as needed.
- Is responsible for maintaining all official permanent records of Board agendas and Board minutes.
- Is responsible for maintaining the Governing Board Policy Manual. Records and prepares changes of Board Policy and regulations.
- Assists Board members in all matters.
- Prepares reports by analyzing and summarizing material for the Superintendent and/or Governing Board.
- Composes correspondence dealing with subject matter that requires good judgment or discretion.
- Assumes scheduling, coordinating, and correspondence functions for the Superintendent and Board.
- Maintains calendar for Superintendent and Board.
- Works cooperatively with Deputy Superintendents and Directors providing information as needed and directed by the Superintendent.
- Provides training for administrative secretaries in the preparation of the Board packet agenda items.
- Provides training for administrative secretaries for following topics but not limited to Governing Board Policies, Administrative Management Guidelines (AMGs), VIBE, BoardDocs.
- Chairs district-wide administrative secretaries meetings (principal's, director's, Deputy Superintendent secretaries). Facilitates resolutions to concerns, interprets to the group district goals, policies, priorities and programs at the direction of the Superintendent.
- Provides or facilitates professional development training opportunities for secretaries and clerical staff district-wide.
- Provides or facilitates mentor program for school-based secretaries district wide to ensure job duties are understood and carried out as necessary.
- Assumes responsibility of coordinating projects, analyzing and appropriately delegating tasks, monitoring progress and meeting timelines as set forth by the Superintendent.
- Arranges and coordinates conferences, special events, cabinet and other administrative meetings; obtains and prepares agenda material, maintains records.
- Develops/creates presentation materials as required.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the school.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises employees in the Superintendent's office and other administrative clerical staff as directed or is appropriate.

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Must have dictation skills.
- Must have typing skills of at least 50 wpm.
- Demonstrates knowledge of Governing Board Policies and District rules/procedures.
- Demonstrates management skills.
- Demonstrates skill in work leadership, work management, and project management.
- Must have excellent oral and written communications skills.
- Demonstrates interpersonal relations skills.
- Must be experienced in supervision skills.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.

- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.
- Must meet any additional specific job requirements as indicated by the department.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- Must have minimum three years experience as a secretary.
- Experience as a secretary in an educational system preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*