



Job Title:	<b>Executive Assistant</b>	Job Code:	<b>3190</b>
Job Family:	<b>Central Administrative Support</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>No</b>
Typical Work Year:	<b>12 months</b>	Pay Range:	<b>G 17</b>

**SUMMARY:** Responsible for providing executive level, confidential administrative support to the Executive Director(s). Support school and department administration and staff by providing administrative and operational support in various areas, including but not limited to, district policies, parent complaints and school issues. Coordinate meetings and activities with Executive Directors, school personnel, parents and outside agencies. Act as liaison with all levels of district staff and community representatives. Provide information to public regarding departments, school, district policies and procedures. This position may work on-call and may work outside of regularly scheduled work hours including nights and weekends for special even coordination.

**ESSENTIAL DUTIES 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.*

Job Tasks Description	Frequency	% of Time
1. Serve as primary point of contact for the Learning Services, School Services, Nutrition Services and/or Before and After School (BASE) division(s). Assists with strategic initiative programs, projects and training. Review administrative, school, parent and operational issues and make decisions or take action within agreed upon limits. Identify and Prioritize issues and phone inquiries and direct to appropriate department or district personnel. Provide support during crisis situations and the reunification process. Compile and track department projects. Responsible for planning, organizing and delegating tasks, and providing back-up support to ensure the smooth and efficient operation of the assigned division. Provide administrative support by following through on requests and solving non-routine problems; screening walk-in visitors, scheduling appointments, maintaining numerous calendars and filing systems; retrieving and distributing email; and coordinating meetings, conferences, workshops and special events. Draft correspondence, plan and analyze reports and provide technology support. Make travel arrangements.	D	45%
2. Prepares, coordinates proofreads, maintains and updates the preparation of documents including staff contact lists. Designs formats, charts and layouts. Creates, manages and maintains multimedia presentations. Track, follow up on and coordinate action items until satisfactory completion. May ensure that legal notices are published in compliance with law. May prepare and process a variety of legal documents. Maintain files of legal and/or confidential information.	M	10%
3. Support the Executive Director(s) in the hiring of District staff; job posting, prepare letters to staff and community, survey staff and community, compile results, assists with the screening of the applications, schedule interviews, gather data to compile candidate packets, maintains communication with the candidates through the hiring process	M	10%
4. Responsible for review, approval and verification of reported time in district time and labor system. Performs payroll functions including serving as timekeeper for all Learning Services staff, approving weekly time entries, and meeting established payroll deadlines. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	W	10%
5. Perform budgetary and accounting functions, through use of district information technology systems, for department or programs such as monitoring annual budgets, including grants and federal monies, transferring budget monies, and purchasing/ processing invoices. Create, prepare and verify reports used for billing and invoice charges in the district financial system. Distribute copies of reports to appropriate departments. Manage purchasing card accounts and transactions. May prepare and process billing for internal/external customers and department services.	D	10%

6. Responsible for facilitating office set-up/closure needs for new, transferring or retiring staff. Complete and submit all required employee action forms.	M	10%
7. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Courses in business or vocational school in business administration, accounting, office management equivalent to 2 years of college, or equivalent experience may be substituted for this educational requirement.
- Minimum of five (5) years of experience as an administrative assistant.
- Office Management and educational institution experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to work on-call, including evenings and weekends.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Math skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to problem solves and creates solutions.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Executive Director	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Perform budgetary functions for the department such as monitoring annual budget, purchasing large ticket items, managing purchasing card accounts, processing invoices, the transferring of budgets, through the use of district information technology systems.
- May coordinate or direct the activities of department support staff, student aides or volunteers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	