

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Superintendent/Board Executive Assistant

LOCATION: Central Office

REPORTS TO: Superintendent/Board of Trustees

Primary Purpose: This position is under the direct supervision of the Superintendent/Board of Trustees and is responsible for facilitating the work of the Superintendent's Office. The position involves dealing with members of the public, administrative staff, and employees. As Executive Assistant, this individual contributes to the smooth and efficient operation of Central Office to facilitate achieving the mission and goals of the District for all students and staff. There is access to information which is confidential and must be maintained as confidential.

Essential Functions:

- *Telephone and Visitors*
 - *Screens calls, assists visitors and sees that all matters are handled promptly*
 - *Furnishes information sought (if appropriate to disclose) or directs caller/visitor to proper party*
 - *Makes telephone calls seeking information for the Superintendent/Board of Trustees*
 - *May have to deal with irate callers/visitors*
 - *Acts as the Central Office's receptionist with all incoming calls/visitors*
 - *Updates digital phone system with new/old employee's names and extensions*
- *Mail*
 - *Opens mail for Superintendent/Board of Trustees and directs to the appropriate party.*
- *Appointments*
 - *Makes appointments for Superintendent/Board of Trustees.*
- *Keyboarding*
 - *Knowledge of personal computers is necessary*
 - *Accurate typing is essential*
 - *Word, Excel, PowerPoint, Publisher, Access, BoardDocs and Outlook knowledge necessary*
 - *This person will serve as Central Office's Infinite Campus expert*
 - *Transcribe dictation for letters, memos, and reports; prepare and type reports, memos and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed*
- *Filing*
 - *Files and keeps track of information for prompt reference.*

- *Keeps Superintendent informed of information affecting the District*
- *Familiarizes self with the District's policies and procedures*
- *Should be able to locate policies and procedures on request*
- *Types policies and procedures and makes sure they are reviewed annually by Administrators*
- *Responsible for maintenance of policies and procedures*
- *Meetings*
 - *Coordinates meetings in the Central Office.*
 - *Coordinates ordering of meals, snacks, etc.*
 - *Maintains a monthly Calendar of Central Office's meetings/functions in the Meeting Rooms, Boardroom, and Executive Room*
- *Staff Support*
 - *Confers with and supports the District's Staff members as requested. May include dictation of correspondence, typing and/or phone calls*
- *Attends meetings including Board of Trustees, Administrative Meetings, etc.*
 - *Custodian of the minutes of meeting of the Carbon County School District One Board of Trustees*
 - *Proficient with BoardDocs.*
 - *This includes preparing and distributing agendas; preparing and having published advertisements associated with Board meetings; preparing and filing the minutes of all Board meetings; maintaining and recording of the meetings; updating and formatting policies as approved, making sure they are in the correct order. Sending information regarding proposed policies and approved policies to all employees*
 - *Sets up refreshments for these occasions as directed*
- *Coordinates Board functions; compiles and distributes necessary documents for Board meetings*
- *Supports Board of Trustees members as directed by Superintendent*
- *Make travel and hotel arrangements for the Superintendent/Board of Trustees*
- *Reminds Board members of meetings*
- *Organizes, monitors, and documents disaster and fire drills monthly*
- *Cross trains with other administrative assistants as necessary*
- *Orders necessary supplies for the Superintendent/Board of Trustees*
- *Code and obtains signatures for purchase orders as well as code and submit requisitions for purchases made with the Superintendent's credit card, Board purchases, mileage reimbursement, etc.*
- *Maintain tracking system for submission of Wyoming Department of Education reports, Professional Teaching Standards submissions, and serves as District custodian of submitted reports*
- *Submits district level reports as directed*
- *Makes staff travel arrangements as directed*
- *Prepare legal notices requiring Board signatures*
- *Responsible for preparation of the Carbon County School District One Annual Report Card as well as making arrangements to have it published and distributed*
- *Prepare for Board Recognition for retiring staff and new staff*

- *Plans for Sundin Scholarship meetings*
- *Responsible for many of the social activities of the Central Office, to include arrangements for American Education Week, National Teacher Appreciation Week, and receptions, etc.*
- *Processes expulsion paperwork as directed by the Superintendent*
- *Coordinates all assemblies put on by the Superintendent with travel arrangements for speakers, refreshment arrangements for staff, and technology arrangements as needed*
- *Create and submit advertisements to the Daily Times, Radio Stations, etc. as needed*
- *Obtain and submits to the Board of Trustees letters from local banks to be designated as Official Depositories*
- *Track District's enrollment the last day of each month and distribute as necessary*
- *Submits Recreation Board Grant requests by obtaining superintendent's approval and the administrators and mailing the request to the Recreation Board secretary*
- *Compile a District committee packet with contact information for all district committees*
- *Compile information associated with the Meet and Confer Agreement between CCSD#1 Board of Trustees and CCDOTEA*
- *Distribute District Crisis Plan and Central Office Crisis Plan*
- *Process the proper paperwork and notification for Habitual Truants with the District*
- *Updates and distributes the District's staff and Administrator's handbooks*
- *Provide notary services for the public and staff*
- *Sort, prioritize, and review Department of Education correspondences for the Superintendent/Board of Trustees*
- *Demonstrates willingness and ability to plan own work, keep occupied, make work improvements, offer constructive suggestions, help supervisor, other workers, etc.*
- *Is open and honest concerning problems, thoughts and feelings about the job, the District, and confidential situations*
- *Has mature, objective outlook when controversial situations occur*
- *Uses basic principles to communicate and deal with situations that may arise from time to time*
- *Can self-correct when a problem is evident*
- *Takes instruction as an opportunity to learn*
- *Other duties as assigned.*

Required Qualifications:

- *High School diploma or equivalent*
- *College degree or a minimum of 4 years previous office experience preferred*
- *Competency in word processing, database, spreadsheets, record keeping, internet use, and appropriate software*

- *Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages*
- *Ability to maintain information accurately*
- *Ability to work effectively with the public*
- *Ability to respond to the needs of all employees in a polite and professional manner*
- *Ability to take direction from several Administrators/Board members*
- *Ability to contribute to a positive office relationship*
- *Present a professional image and dress appropriately*
- *Be proficient in use of Infinite Campus.*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer