



Executive Assistant to the Superintendent's Office

Department: Administration
Supervisor: Superintendent

Duty Year: 260 days
Status: Exempt

Position Overview & Responsibilities

Provides support to the superintendent and School Board; maintains a high degree of confidentiality and independence; leads and participates in projects impacting the superintendent, School Board, and District.

1. Provides administrative support for the superintendent of a confidential nature, including:
 - Creates and edits presentations, documents, and correspondence with minimal direction.
 - Researches, compiles, and analyzes data for a variety of projects at the request of the Superintendent.
 - Develops and improves district-wide systems.
 - Maintains district office pages on the website.
 - Manages projects as directed by the superintendent.
 - Compiles statistics and gathers other data as directed by the superintendent.
 - Screens outside correspondence and communications and resolves complex inquiries with minimal direction.
 - Communicates new procedures, decisions, and other information to various departments.
 - Performs general tasks such as maintaining files, distributing messages, copying, processing incoming/outgoing mail, processing word documents, and providing customer service to internal and external sources.
 - Leads planning for district-wide meetings and events.
 - Demonstrates excellent customer service and ensures the district office operates in an effective, efficient, and professional manner.
2. Compiles required information and processes reports to various federal and state agencies.
 - Ensures reports are accurately produced and submitted on schedule.
 - Verifies and analyzes student data.
 - Communicates with internal and external parties to resolve any discrepancies.
 - Attends meetings in order to maintain awareness of reporting and analysis procedures.
3. Provides administrative support for the School Board of a confidential nature, including:
 - Attends all School Board meetings and takes minutes.
 - Prepares, organizes, and distributes materials and reports for School Board members.



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- Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
 - Prepares policies for review by Policy Review Committee and School Board.
 - Leads and supports all cyclical processes for the School Board.
 - Serves as Local Election Administrator for all regular and special district elections.
 - Coordinates with administrators and other staff to assure all supporting documents are assembled and provided for School Board and other meetings.
 - Plans for School Board meetings, events, and trainings.
4. Attends meetings, workshops, and training sessions as directed by the superintendent.
 5. Performs other related duties as assigned.

Qualifications

- Associates/Technical degree or equivalent combination of education and experience. Bachelor's degree preferred.
- Ability to interpret district policies and procedures to parents and employees;
- Advanced skill in oral and written communication;
- Advanced technology skills especially with Microsoft Office products and Google technology;
- Ability to work independently;
- Ability to communicate using courtesy, sensitivity, and confidentiality, in accordance with state and federal laws;
- Ability to detect sensitive situations and respond appropriately;
- Ability to compose correspondence and reports from brief instructions;
- Skilled in collecting and assembling data, preparing reports, monitoring progress, and analyzing data;
- Skilled in adapting style to divergent situations;
- Task-oriented, organized, with the ability to manage multiple tasks while being flexible with a high degree of initiative;
- Ability to establish and maintain effective working relationships with colleagues, the School Board, parents, elected officials, students, staff, superintendent, and the general public.