

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Executive Administrative Assistant	Date Revised: August 4, 2022
Classification: Exempt	Terms of Employment: Full-time, Year-round
Reports To: Superintendent of Schools	Supervises: n/a

QUALIFICATIONS:

1. Associates degree required, Bachelor's degree preferred.
2. Ability to exercise good judgment in a variety of situations, with strong verbal and written communication, administrative, and organizational skills, and can maintain a realistic balance among multiple priorities.
3. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
4. Very strong interpersonal skills and the ability to build relationships with stakeholders, including: Public, Families, Staff, and School Board.
5. Ability to attend evening School Board meetings with the ability to take minutes.
6. Expert level written and verbal communication skills.
7. Demonstrated proactive approaches to problem-solving.
8. Highly resourceful team-player, with the ability to be extremely effective independently.
9. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response.
10. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
11. Strong work tenure with Executive Administrative Assistant experience, preferably in an SAU.
12. Experience and knowledge of required posting procedures for School Board meetings including Special Meetings and Annual School District Meetings.
13. Experience and interest in internal and external communications and customer service.
14. Experience with website development.
15. Proficient in Microsoft Office (Word, Excel, and PowerPoint), Adobe Acrobat, and Google Applications
16. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Executive Administrative Assistant is responsible for a wide variety of administrative and secretarial functions to support the Superintendent of Schools. This work includes, but is not limited to the following: extensive use of technology using a variety of office software and hardware, interacting with the public, overseeing office organization, scheduling, data entry, and the publishing of a variety of district documents.

ESSENTIAL JOB FUNCTIONS*:

1. Provides direct administrative support to the Superintendent.
2. Assists with the development of School Board Agendas including supporting materials.
3. Assists with the development of School Board Policy Agendas including supporting materials.
4. Attends evening School Board Meetings and is responsible for minute taking.
5. Responsible for State Reporting and Civil Rights Data Collection.
6. Responsible for Homeschool Files.
7. Oversees and maintains mail, documents, and file management systems.
8. Maintains archives of the districts to include school board agendas, minutes, annual reports, district meeting materials, policies and collective bargaining agreements.
9. Answers, screens and forwards incoming phone calls as necessary.
10. Provides timely responses and accurate information for all inquiries in person and/or via phone/email.
11. Other duties as assigned by the Superintendent.

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**