



ADMINISTRATIVE ASSISTANT

EXECUTIVE

JOB DESCRIPTION

JOB TITLE: Administrative Assistant - Executive
REPORTS TO: Superintendent or Chief
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: SAT-07
DAYS: 260
JOB ID & DATE: SAT-10 | June 2023

JOB PURPOSE SUMMARY

Provides high-level confidential administrative support to the Superintendent of Schools or Chief level administrator, with a strong emphasis on both internal and external communication. Work as part of a team with all office staff and administrators.

REQUIREMENTS

Education Level Details

Associate's Degree
Bachelor's Degree preferred

License / Certification Required

None

Work Experience Required

Minimum of 5 years experience, including progressively advanced level secretary

Other Skills and Abilities Required

Demonstrated broad knowledge of major educational business office administrative support secretarial functions, modern office terminology, procedures, and equipment

Demonstrated comprehensive knowledge of the organization and functions of the school system

Ability to manage clerical and administrative support activities of a large school division, and to guide and support activities and staff

Strong communication skills, both orally and in writing

Ability to interact with top level officials and all staff with tact, courtesy and diplomacy

Ability to follow complex oral and written instructions

Ability to maintain a high level of confidentiality concerning district, personnel, customer and vendor information

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Assists the Superintendent or Chief level administrator in the management of her/his schedule, and arrange and plan for meetings.
- Assists in the preparation of correspondence, reports, meeting agendas, and other materials as may be required.
- Gather such information as may be needed by the Superintendent or Chief in a timely manner.
- Maintains a filing system that provides for the convenient recovery of documents.
- Places, receives, and logs messages for the Superintendent or Chief.
- Handles promptly incoming and outgoing correspondence and other documents, including a log of incoming mail.
- Assists in the drafting of district-wide communications.
- Assists with the development and maintenance of the district calendar.
- Ensures that all material leaving the Superintendent's office or Chief's office are error free.
- Uses initiative in identifying, reporting, and offering solutions to issues and problems that may be limiting the effectiveness of the district office as a whole
- Performs other duties as may be required that fall within the general scope of the positions responsibilities.

Superintendent Specificia

- Attends School Board meetings for the purpose of assisting the Superintendent in tracking requirements and actions resulting from the meetings in addition to minute taking
- Developa agendas and supporting papers, and post meetings of the School Board and its subcommittees in a timely fashion.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or

move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____