

Job Title:	Executive Assistant to Superintendent	Job Group:	Non Union
Department:	Superintendent	FLSA Status:	Exempt
Reports To:	Superintendent	Date:	August 2023

Job Summary: The Executive Assistant assists the superintendent in carrying out the administrative functions of the Central Office and ACSD member districts. As part of the ACSD team, he/she operates in compliance with School Board policy, state regulations and industry best practices to carry out the district's mission and vision.

Essential Functions:

- Assists the Superintendent in the promotion of a positive work environment within the central office and between the central office and ACSD schools/district.
- Maintain and problem solve Central Office master schedule, ensure building access and security measures are in place, oversee all building operations and provide logistical support.
- Ensure reception is covered by at least one of the Administrative Assistant/Receptionists. When not possible, perform receptionist duties to include; answering incoming calls transferred from the automated system, greeting visitors as needed.
- Ensure the building is maintained by Facilities, including locking/unlocking schedule. Works with the Director of Finance & Operations or Superintendent to address issues.
- Ensure the reception area and conference rooms are maintained in a professional manner.
- Coordinates Marie Crovat Scholarship with banking institutions and Addison County Schools.
- Assists Superintendent in the preparation and dissemination of various correspondence and reports.
- Act as liaison for Superintendent with school board members, administrators, staff, and community.
- Collaborates with the Director of Communications and Director of Finance & Operations in the preparation and dissemination of all annual reports.
- Maintains and disseminates calendars, and various schedules for school board members, staff, and community.
- Manages travel arrangements.
- Coordinates and provides support for School District special projects and events.
- Completes appropriate reporting to local and government agencies as required.
- Prepare and disseminate all school board meeting materials (agendas, minutes, supplemental attachments).
- Works with Data Manager to maintain the ACSD website for policies and School Board.
- Provide BoardPaq or relevant software program training to board members.
- Attends biweekly board meetings as requested by the Superintendent.
- Policies: Preparing/revising and warning for School Board approval, maintaining master policy chart and posting on website.

- ACSD Lead for all School Record Retention rules and procedures.
- Maintains and monitors accurate individual professional development records.
- Maintain a high-level of confidentiality in all aspects of the job.
- Performs other duties as assigned by the Superintendent and the Assistant Superintendent.

Qualifications:

Associates degree in a secretarial curriculum/business or other appropriate discipline plus two to three years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Bookkeeping/accounting experience and/or training preferred.

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information to and respond to questions from parents, students, community members, board members, administrators and staff members.

Mathematical Skills. Ability to calculate figures and apply basic math concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills and Experience. Excellent computer technology skills and experience, including word processing, typing, spreadsheets and databases. Training and/or experience in Microsoft Office, Google Drive, and computerized filing systems preferred.

Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to plan, organize and design work methods and routines in carrying out moderately broad assignments with minimal administrative supervision/direction. Ability to revise and reorganize activities and priorities in response to regular changes in circumstances, conditions and problems. Ability to use regular independent judgment in interpreting and applying a number of key functional, organizational, professional/technical, and/or external policies, procedures, principles, and practices.

Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to communicate with tact, discretion and diplomacy.

Physical and Mental Demands: In general, a moderate degree of physical stamina is required to perform the essential functions of the job. The employee is regularly required to move around the office and must deal effectively with frequent interruptions throughout the day. Prolonged

periods of sitting in front of a computer, reading, and keyboarding are often necessary. The employee frequently reaches with hands and arms, with some bending and twisting to access file cabinets, office machinery and supplies.

Work Environment: Fast-paced work environment with frequent personal and phone interaction with staff, students and community members. The office is generally climate controlled. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*