

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Executive Assistant to Chief Academic Officer
Date Prepared or Last Modified: December 2021
Work Year: 12 months
Department: Administration - ESC
Reports to: Chief Academic Officer

SUMMARY: Provide chief level confidential administrative support to the department and Chief Officer; provide department administrative management. Coordinate and/or respond to questions regarding district-wide activities, policies and procedures. Coordinate meetings and activities with other departments, functions and outside agencies and committees, act as liaison with all levels of district staff and community representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- D 35% Manage the department by identifying and prioritizing incoming information, phone inquiries, email and social media and delegating and/or directing issues to appropriate department or district personnel. Serve as the department's primary contact person for administrative and operational issues; communicate orally or in writing with district administrators, staff, local, state and/or federal agencies regarding issues. Make decisions and take action within agreed upon limits. Respond to and process requests for information to building sites, as well as other school districts, and the Colorado Department of Education. Draft correspondence, plan, prepare and analyze reports and provide technology support. Responsible for planning, organizing and delegating to ensure the smooth operation of the Chief Academic Officer's department, including assisting with the hiring process.
- W 20% Perform budgetary and accounting functions for multiple departments such as planning, monitoring and review of annual budget, transferring budget monies, purchasing large ticket items, processing and verifying invoices. Manage, allocate, monitor and maintain department, district and state/federal grant budgets; review budgets to assess actual performance versus budget; allocate code amounts within budget; process payments including electronic purchasing card program; serve as credit card liaison; overseeing all department purchase card use, gather information for annual reporting; coordinate budget activities with appropriate staff; keep Chief Academic Officer apprised of the budget status.
- D 20% Initiate action, exercise judgment and/or provide direction to others as appropriate. Interpret district policies, rules, and regulations for administrators, staff, students, community members, and parents. Manage and complete assigned regular and/or special department projects on-time and within budget. Develop and implement steps, deadlines, trainings, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; delegate as necessary to ensure thorough, accurate and timely completion. Evaluate project processes and procedures to facilitate further improvements and efficiencies.
- W 10% Administrator of district programs and/or distribution lists. Grant permissions for web pages, public folders and department mail. Create and maintain informational documents; files on various activities, functions, and personnel; web sites, and surveys for district-wide and department use. Research, collect data, compile information, develop data displays, coordinate presentations and/or publications and distribute the same. Ensure critical documents are properly sorted and archived.

M	8%	Assist and serve on executive level committees and meetings; transcribe, publish, and distribute agendas and minutes as required; prepare reports and supporting materials; maintain the database for committee membership; compose letters and communicate with members; and maintain the official records for committees.
M	3%	Coordinate, review, verify and input employee payroll information into computerized payroll system for all classified employees in the department. Audit, adjust and approve department payroll entries. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.
M	2%	Provide confidential support for activities such as negotiations, staff evaluation and discipline and legal communications.
M	1%	Serve as back-up to the Secretary to the Board of Education in Board Meetings, grievances, expulsion hearings or other meetings; answer, screen, forward and take messages for incoming calls when the Assistant to the Superintendent is out of the office.
Ongoing	3%	Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent, plus post-secondary courses / area of study in office management, business or related area.

EXPERIENCE: Requires a minimum of three years of experience in executive or senior-level office management.

SKILLS, KNOWLEDGE AND EQUIPMENT: Requires basic math and accounting skills. Advanced oral and written communication; English language skills; interpersonal relations, personal computer, keyboarding and work processing; customer service and public relations; critical thinking and problem solving; and organizational skills. Ability to manage confidentiality in all aspects of job; manage multiple priorities; manage multiple tasks with frequent interruptions; and the ability to diffuse and manage volatile and stressful situations. Experience with Microsoft Office required for hire. Payroll/HRIS system; Purchasing Card system; Timekeeping system; and Student Data system all required within two months of hire.

CERTIFICATES, LICENSES AND REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no supervisory responsibility.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; talk and hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, compute, synthesize and negotiate. Frequently required to analyze, communicate, coordinate, use interpersonal skills, and evaluate. Occasionally required to compare, copy, instruct and compile.