



## DPS109 Job Description

### Executive Assistant to the Superintendent

#### GENERAL INFORMATION

<i>TITLE</i> .....	Executive Assistant to the Superintendent
<i>DEPARTMENT</i> .....	Confidential
<i>LICENSURE</i> .....	N/A
<i>ENDORSEMENT</i> .....	N/A
<i>CLASSIFICATION</i> .....	Confidential
<i>FLSA STATUS</i> .....	Exempt
<i>REPORTS TO</i> .....	Superintendent of Schools
<i>SUPERVISORY RESPONSIBILITIES</i> .....	N/A
<i>PRIOR EXPERIENCE</i> .....	Three years of administrative and/or secretarial work.
<i>EVALUATION</i> .....	Evaluated by the Superintendent and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance and the inclusion of informal observation data. The evaluation cycle for the Executive Assistant to the Superintendent shall be one fiscal year.

#### JOB GOAL

Under general direction, performs highly responsible, confidential, and complex secretarial assignments for the Superintendent of Schools; relieves the Superintendent of Schools of administrative and technical detail.

#### MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

In coordination with the Superintendent of Schools:

- Serve as recording secretary for the Board of Education.
- Serve as election official.
- Attends Board meetings, Committee of the Whole Meetings, public hearings and work sessions for the purpose of providing information, recording minutes, publishes and distributes the minutes, coordinating materials distribution, and/or supporting the needs of attendees.
- Maintains Certified FOIA Officer certification and coordinates/communicates FOIA requests in accordance with all legal timelines.
- Represent the Office of the Superintendent, Board of Education and School District in a professional, sensitive and confidential manner.
- Take inquiries and respond to concerns from the public and make recommendations as to the disposition of such inquiries.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, community organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. Board policy, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Prepares and processes a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents the Office of the Superintendent in the Superintendent's absence for the purpose of addressing matters that require immediate attention.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities and sets priorities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.
- Supports Superintendent and Board of Education for the purpose of providing assistance with their functions and responsibilities.
- Handle and coordinate all confidential and sensitive issues.
- Manage workflow within the Office of the Superintendent to insure a smooth and effective operation.
- Prepare various types of correspondence, minutes, reports and other information.
- Manage Illinois Association of School Boards Policy Reference Education Subscription Services (PRESS).
- Maintain and update the Board of Education Policy Manual and respond to inquiries relative to the Policy Manual.
- Record and respond to permissive transfer requests.
- Assist with coordination of district-wide registration.
- Assist with supervision of Administrative Office Executive Assistants and provide evaluation input for Executive Assistants.
- Coordinate duties and trainings for building level Executive Assistants.
- Coordinate kindergarten registration.
- Prepare and process purchase orders and P-card statements.
- Track Superintendent/Board of Education budget accounts.
- Assists in the requisitioning process for the office, checks materials in and stores them properly.
- Assist the superintendent as needed to select, book, and oversee site and catering for events and meetings.
- Attend district events and meetings planned by the superintendent as needed.
- Assume such other responsibilities and perform tasks as assigned.

## **MENTAL DEMANDS**

### *Knowledge*

Knowledge is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Robert's Rules of Order, school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette including diplomacy, calm manner and diffusing anger.

### *Ability*

Ability is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; effectively communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

### *Education/Preparation*

The employee shall possess the equivalent of a high school diploma; three years prior experience as an Executive Assistant; and such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a district setting which includes children, and may be subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, and busses.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

## **REVIEWED/REVISED**

- February 28, 2018