

SCHOOL DISTRICT OF DESOTO COUNTY
EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Advanced secretarial or office management training preferred.
- (3) Five (5) years experience related to duties on the job description.
- (4) Computer proficiency.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school system and the community. Knowledge of school district procedures and programs. Knowledge of office management principles and procedures. Ability to handle multiple, simultaneous, and complex tasks and projects effectively and efficiently. Ability to organize and establish priorities. Ability to communicate effectively with administrators, school board members, district staff and the public. Ability to maintain confidentiality. Ability to use computer applications including word processing, spreadsheets and databases proficiently. Ability to make decisions recognizing established procedures and practices, and to handle routine administrative details independently. Ability to understand and follow complex oral and written instructions. Ability to compose letters and memoranda. Ability to proofread and edit.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in conducting the administrative operations of the school system through positive public relations, a high level of efficiency and knowledge of office practices, procedures and modern technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Serve as the primary point of initial contact for internal and external constituencies on all matters pertaining to the Office of the Superintendent.
- * (2) Provide assistance and represent the Superintendent as appropriate in communicating with internal and external constituents.
- * (3) Independently research, establish priorities, and follow up on multiple incoming issues and concerns addressed to the Superintendent, including those of a sensitive and/or confidential nature; determines appropriate course of action, referral, and/or response.
- * (4) Manage and oversee all day-to-day clerical and administrative activities of the office.
- * (5) Manage a variety of special projects for the Superintendent including school site and division visits.
- * (6) Schedule all appointments for the Superintendent.

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Effective Date: July 1, 2024

Job Code: 72090

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (Continued)

- * (7) Organize and coordinate meetings for the Superintendent, including space, time and place; ordering of food, set up and clean up; inform participants of topics to be discussed and provide background information if necessary.
- * (8) Participate in various committees and professional organizations including those for principals, directors, Teacher Advisory Council, Instructional Support Advisory Council, DeSoto County Education Foundation.
- * (9) Compose, type, and distribute minutes of meetings to appropriate staff or committee members and post on computer site.
- * (10) Receive and distribute mail.
- * (11) Perform positive public relations activities with division heads, School Board members, city and county officials, school staffs, parents and the community.
- * (12) Review various forms, contracts and documents for accuracy and completeness prior to execution by the Superintendent.
- * (13) Review outgoing correspondence for accuracy and completeness.
- * (14) Compose letters and memoranda, complete correspondence and compile research material as needed by the Superintendent.
- * (15) Prepare and complete routine form requests.
- * (16) Select, order and maintain adequate office supplies and equipment, as approved.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Serve as secretary-treasurer to the DeSoto County Education Foundation.

Inter/Intra-Agency Communication and Delivery

- * (19) Receive all incoming correspondence and U.S. mail; open, evaluate, copy and disseminate mail.
- * (20) Handle all calls and requests for information.
- * (21) Screen parent/community complaints and/or concerns for referral to proper division.
- * (22) Exercise a service orientation when working with others.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Keep Superintendent informed of potential problems or unusual events.
- * (25) Serve on district committees as assigned.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (28) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (29) Maintain knowledge of rules and regulations.
- * (30) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (31) Participate in cross-training activities as required.

Systemic Functions

- * (32) Serve as substitute for the Executive Assistant to the School Board at Board meetings when necessary.
- * (33) Assist with press releases, research and other functions as needed.
- * (34) Represent the district in a positive and professional manner.
- * (35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (36) Follow federal and state laws, as well as School Board policies.
- * (37) Represent the district in a positive and professional manner.
- * (38) Demonstrate support for the school district and its goals and priorities.
- * (39) Ensure adherence to good safety standards.

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EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (Continued)

*(40) Assist in interpreting statutes, Department of Education rules and programs, policies and procedures of the district as they relate to assigned responsibilities.

Leadership and Strategic Orientation

*(41) Assist in implementing the district's goals and strategic commitment.

*(42) Exercise proactive leadership in promoting the vision and mission of the district.

*(43) Set high standards and expectations and promote professional growth for self and others.

*(44) Follow attendance, punctuality and other qualities of an appropriate work ethic.

*(45) Maintain confidentiality regarding school/workplace matters.

*(46) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, delivery of services and evaluation of services provided.

*(47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*(48) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

*(49) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E06**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.