



Park Hill School District

Building Successful Futures • Each Student • Every Day

JOB DESCRIPTION

Executive Administrative Assistant to the Superintendent Secretary to the Board of Education

Purpose Statement

The job of Executive Administrative Assistant to the Superintendent and Secretary to the Board of Education is done for the purposes of assisting the superintendent and board of education in the daily operation of the district as well as the planning, implementing, directing and maintaining of district programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel. This job reports to the Superintendent.

Essential Functions

- Attends board meetings, public hearings and work sessions for the purpose of recording minutes; coordinating materials distribution and/or supporting the needs of attendees.
- 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, legislative day, emails, 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, legislative information, databases, board policy revisions, legal contracts, document retention, etc.*) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 procedures, public relations issues, meeting arrangements, 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 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.
- Processes a wide variety of complex documents and materials (*e.g. work orders, requisitions, travel reimbursements, etc.*) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and equipment for the purpose of maintaining availability of required items.
- Researches a variety of topics (*e.g. current practices, policies, education codes, board agenda items, 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, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (*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.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- **SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.
- **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business telephone and email etiquette.
- **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; communicating with diverse groups; maintaining confidentiality; meeting

deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

- Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience - Job related experience with increasing levels of responsibility is required.

Education - Targeted, job related education with study in job-related area.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Education/Training

Clearances

Criminal Justice Fingerprint/Background Clearance

*Executive Administrative Assistant to Superintendent
Secretary to the Board of Education*

Critical Attributes

- *Integrity* –behaves ethically and does the right thing.
- *Work Ethic* – takes work seriously and goes above and beyond what's required.
- *Perseverance* – finds a way to learn from failures and overcome challenges.
- *Initiative* – finds ways to help without being asked.
- *Curiosity* – desires to know or learn something.
- *Good Judgment* – ability to think critically and make wise decisions.
- *Communication Skills* – has strong verbal and writing skills.
- *Team Player* – willing to help colleagues and work together.
- *Passion* – has the drive to perform the best you possibly can.