

EXECUTIVE ASSISTANT - CLASSIFIED



Purpose:

The Executive Assistant – Classified independently performs complex highly advanced clerical, project management and administrative work in support of one or more administrators.

Reports to: Administrator or Supervisor

Nature & Scope:

The Executive Assistant – Classified initiates, responds to and performs high level independent work in support of and coordination with executive administrators at the district level. The incumbent is a self-starter with impeccable attention to detail, excellent writing skills, good professional judgment, and the ability to handle multiple high-level responsibilities while appropriately prioritizing tasks to meet the needs of the supervisor. This position requires wise judgment, professionalism, the ability to think on one's feet and a strong task-oriented approach to work. The work requires understanding of and adherence to policies, procedures, regulations, and protocols. The position interfaces with District and school administrative staff, licensed, classified and confidential staff, departments, patrons, and students. The work requires expert handling of sensitive materials and a commitment to the highest level of confidentiality. This position must maintain absolute integrity of systems and confidentiality of data and information. The incumbent must exhibit professional decorum, a calm approach to problem-solving, emotional regulation and practical ingenuity.

Distinguishing Characteristics:

This position differs from an Office Assistant IV position in that it supports an administrator at or above the executive level or an administrator whose role requires this person to be responsible for the maintenance and use of highly confidential staff and student information. The Executive Assistant – Classified facilitates a high-level district wide program which may include foreign exchange programs, options lottery, CTE and half day lottery, and options programs.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Serves as the primary liaison to other District departments and schools, including principals, office assistants, school and department staff and the general public. Serves as a key contact during emergency situations. Provides functional support to departmental administrators, including handling phone inquiries, managing the administrative calendar, assisting with reception, receiving and routing incoming calls, receiving, sorting and distributing incoming mail, performing written

- correspondence and responding to questions, concerns and complaints. Acts as key liaison between assigned administrators and community members.
3. Schedules appointments for assigned staff, including maintaining calendars, reserving conference rooms, making travel arrangements, tracking mileage reports, and organizing itineraries.
 4. Maintains accurate and timely records which may include confidential student information and database systems, ensuring accuracy and confidentiality of all district and employee data.
 5. Processes forms, notices, tasks, and materials related to department and school operations which may include confidential student and school records, student and/or staff reports, personnel actions, School Board documentation and processes and essential transactions.
 6. Oversees planning, execution, and support of meetings including District meetings. May provide support to District committees and to supervisors, including preparing agendas and supporting materials, taking and transcribing minutes, preparing final minutes and reports and conducting follow up assignments.
 7. Facilitates successful committees, department or leadership meetings which may include a District-wide audience. Supports assigned executive with preparation, in-meeting support and follow up. Facilitation includes handling confidential documentation, assembling reports and budgetary information, tracking documentation changes, scheduling, agendas, supplies and meals management.
 8. Facilitates district wide programs.
 9. Provides clerical support to the assigned administrator in areas which may include school and district related processes such as transfers, expulsions, and early entry.
 10. Supports and manages budgets related to grants, district and school ordering and executive expenditures.
 11. Orders and prepares departmental materials and supplies, including processing purchase orders and ensuring proper approvals, receipt of products, coding, and records.
 12. Oversees and performs accounting duties, including tracking the department expenditures, monitoring, billing, balancing accounts, processing expense reimbursements and collecting various building or departmental funds, ensuring proper recording, and balancing end of fund balances.
 13. Coordinates the dissemination of departmental information and communication as appropriate. Updates the departmental website and edits the content therein.
 14. Creates and delivers communication and presentations to a district-wide audience.
 15. Prepares, maintains, and disseminates regularly recurring reports and records, including compiling and verifying data from various sources and performing basic mathematical calculations and tabulations in accordance with established procedures.
 16. Compiles and organizes departmental data for review.
 17. Supports and helps to guide professional development for school-based OA IV's in conjunction with IT. Assists with staff training and development and presents information to employee groups.
 18. Works closely with administrative team focusing on ensuring systems, supports and policies are accurately interpreted, followed, and communicated clearly.

19. Demonstrates high levels of organizational excellence regarding scheduling and project management. Reviews and plans ahead, considering relevant information and priorities, ensuring the executive is prepared for upcoming responsibilities and commitments.
20. Establishes regular updates on progress, ensures executives are briefed on incoming urgent matters in regards to all aspects of the organization.
21. Develops and supports partnerships with cross functional leaders, departments, schools, and counterparts.
22. Ensures smooth functioning of administrative schedules, including briefing supervisor on anticipated problems or issues and managing time to maximize productivity. Prioritizes multiple tasks and distinguishes between 'urgent' and 'important'. Attends meetings alongside executives as needed, serving as proxy when appropriate to maximize time and oversee critical initiatives.
23. Recognizes patterns and takes initiative to improve processes or behaviors that will positively impact the department and/or organization.
24. Establishes and updates both manual and digitalized record-keeping systems, performing periodic audits as needed. Proactively works to streamline processes to become more efficient, paperless, digitalized, and modern, resulting in better systems and improved work output.
25. Provides guidance and direction to department or interdepartmental clerical staff as well as other District staff as needed.
26. Maintains effective working relationships with all staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
27. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess an Associate's Degree.
2. Must possess three years of office or secretarial experience.
3. In lieu of #1 and #2, must possess five years equivalent combination of education and experience necessary to perform the job functions.
4. Possess comprehensive knowledge of standard software platforms.
5. Possess knowledge of bookkeeping practices and procedures.
6. Capable of operating standard office equipment.
7. Exceptional typing and editing skills.
8. Excellent written and oral communication skills.
9. Reliable attendance record.
10. Valid driver's license.

Working Conditions:

The Executive Assistant – Classified works primarily indoors in an office environment. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as sick, injured, or agitated students, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling, and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Work Year: 11 or 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 12, 2024

Date Revised: October 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.