

Executive Secretary

DEPARTMENT:	Various	REPORTS TO:	Head of the Department
WORK SCHEDULE:	12 months	COMPENSATION:	Support Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non Exempt

Position Description

Assist the Kirkwood School District administration and Board of Education. Provide executive administrative support aligned with departmental needs. Process reports and applications. Communicate with district and community audiences via email, telephone, virtual meetings, and in person. Maintain responsibility for the management of office projects. Assist students, staff, and community as required to ensure professional office operations, serving as a frequent front-line district representative delivering customer service to many audiences. Maintain confidentiality regarding sensitive topics to protect staff and student privacy.

Task Title	Essential Job Functions	Percent of Time Spent
Administrative Support	<ul style="list-style-type: none"> • Interpret district policies related to department functions and implement them to support effective office operations. • Create a welcoming, service-oriented atmosphere to assist staff, students, and the community. • Collect data and enter it into district databases. • Prioritize requests and prepare, process, compile, verify, and distribute records, files, and reports. • Stay current on district initiatives, offer input, and plan department projects accordingly. • Assist students, staff, community, and media in completing and updating records and information as required. 	30%
Communications Management	<ul style="list-style-type: none"> • Answer, direct, initiate, and log telephone calls. • Attend department meetings, take notes, and distribute to appropriate staff and administrators. • Record meetings and handle meeting-related and other department correspondence (invitations, follow-up messages). • Compile and update executive calendars, coordinate logistics, and schedule travel. • Collect, organize, compile, and disseminate required information to appropriate audiences ensure accurate and current communications with district community. 	30%
Projects and Programs Support	<ul style="list-style-type: none"> • Initiate and coordinate department, school, and district activities, events, and processes/procedures for projects and programs. • Create, copy, and distribute reports in a timely manner to ensure accurate and timely information is distributed to appropriate students, staff, and community. 	20%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> • Work with, provide information, policies, procedures, support, guidance, and training to the students, staff, and community. 	
Department Operations Management	<ul style="list-style-type: none"> • Make decisions and manage office to ensure effective and efficient office operations for the district. • Seek innovative solutions to improve office functionality. • Perform purchasing, payment processing, bookkeeping, and budgeting tasks. • Plan events. • Collect input, research, test, and recommend department upgrades, programs, and process changes. • Collaborate with buildings and departments. • Implement programs and train users accordingly. • Verify, record, and process records. • Identify, research, recommend, organize, and prioritize budget needs to ensure that goals are met within budget guidelines for efficient fiscal management for the Kirkwood School District. 	20%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees OR One or more employees
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Evaluating Performance, Scheduling, Training, Approving timecards or time off requests
- **Budget Signing Authority:** Specific to department.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education & Experience:** The following combinations meet the minimum requirements:
 - Bachelor’s degree and two or more years of related work experience.
 - Two years of college/associate degree and 4 or more years of related work experience.
 - High school diploma and 6 or more years of related work experience

Knowledge & Skills

Knowledge

- **Basic:**
 - Office administration principles and practices
 - General understanding of the district's functional areas (e.g. human resources, facilities, student services)
- **Intermediate:**

- District policies, procedures and regulations
- Project management principles
- Relevant laws and regulations
- **Advanced:**
 - Expertise in office software and applications (e.g. Microsoft Office Suite, virtual meeting tools)
 - Data management and reporting
- **Expert:**
 - Administrative and office operations
 - Excellent customer service skills

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active learning, Active listening, Coordination, Reading comprehension, Social perceptiveness, Time management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical thinking, Persuasion, Service orientation, Speaking, Troubleshooting, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Mathematics, Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Equipment maintenance, Equipment selection, Installation, Instructing, Management of personnel resources, Negotiation, Operation and control, Systems analysis, Systems evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision Sitting,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Walking,
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crawling, Crouching/Kneeling, Pulling/Pushing,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).
- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024