SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT

DEPARTMENT: Superintendent's Office

QUALIFICATIONS:

1. High School diploma with associate degree or some college or post-secondary education preferred.
2. Three years successful experience as an executive assistant with office management or comparable experience.
3. Excellent computer skills, including knowledge of student and employee administrative systems, Microsoft Office™ and other applicable software applications.
4. Strong organizational and telephone skills with attention to detail and accuracy, including the ability to prioritize, multi-task and meet deadlines.

REPORTS TO:
Superintendent of Schools/Assistant Superintendent

JOB GOAL:
To efficiently and effectively carry out all office functions for the Superintendent/Assistant Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

1. Works and communicates effectively with board members, administrators, town officials, staff at all levels, parents, and the public.
2. Maintains secure and confidential records.
3. Processes incoming correspondence.
4. Welcomes visitors and directs callers in accordance with standard operating procedures.
5. Compiles agendas and supporting materials for meetings including Board of Education meetings, administrator and various committee meetings.
6. Manages the Superintendent's/Assistant Superintendent's calendar.
7. Manages executive office work according to the needs of the Superintendent, Assistant Superintendent, and the school district.
8. Articulates the Superintendent's and Board of Education's goals.
9. Acts as liaison with building administrators, media, community and other designated persons as necessary.
10. Ensures the required filing of all meeting minutes.

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Revised 02-14-95; Revised 1/26/10 kdh
Approved by Personnel and Policy Committee 2/4/10
Approved by the Board of Education 2/25/2010
Rev by BOE 12/10/2020; Rev. 12/30/24; Approved 2/27/25

11. Prepares confidential correspondence, public relations documents, reports, and special projects for the Superintendent, Assistant Superintendent, and the Board Chairperson.
12. Assumes other responsibilities as the Superintendent/Assistant Superintendent may assign.

TERMS OF EMPLOYMENT:
Twelve-month work year with salary, benefits, and working conditions established by the Board of Education. This is a non-union position.

EVALUATION:
Performance of the job will be evaluated annually by the Superintendent of Schools.