

Birmingham Community Charter High School

Executive Assistant to the CEO/Principal

Title: Executive Assistant to the CEO/Principal
FLSA Status: Exempt
Reports to: CEO/Principal
Supervises: Main Office Assistants
Bargaining Unit: Confidential Employee

DEFINITION:

Perform a wide range of administrative and office support activities for the CEO/Principal and serve as the Charter's communication hub to facilitate the efficient operation of the organization.

ESSENTIAL FUNCTIONS:

- Provide comprehensive administrative and clerical assistance to the CEO/Principal.
- Manage Main Office operations to ensure high quality customer service to all.
- Supervise Main Office Assistants in support of all main office administrative functions including class coverages and intake and outtake of substitute teachers.
- Assist the CEO/Principal in collective bargaining with three (3) different exclusive representatives, including but not limited to gathering and compiling data, facilitating confidential communications with other bargaining team members, notetaking during caucus meetings, and preparing negotiations proposals and counterproposals.
- Assist the CEO/Principal in processing employee grievances, including but not limited to organizing documents, corresponding with managers and supervisors, and preparing grievance responses.
- Answer, screen and transfer inbound phone calls.
- Monitor visitor access, directing flow of incoming parents and visitors to correct office or administrator.
- Manage mail, email and voicemail for CEO/Principal at his direction.
- Keep CEO/Principal calendar.
- Oversees the coordination of all school calendars.
- Maintain electronic and hard copy filing system and retrieve documents from filing system.
- Handle requests for information and data.
- Resolve administrative problems and inquiries.
- Prepare written responses to routine enquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Proof read documents as requested by the CEO/Principal.
- Provide communication with school board members and maintain meeting file binders.
- Provide communication support for the CEO/Principal including covering school board meetings and assisting with other public relations projects as needed.
- Record, compile, transcribe and distribute minutes of meetings or direct others to do so with various committees.
- Disseminate information to members of the leadership team and other staff.
- Act as liaison with LAUSD local and central offices, as well as LACOE and the CDE.
- Manage and facilitate updates of school website including promotional information to highlight to the community.
- Develop and manage material to be used in the Charter or with the public.
- Create digital content and press releases and other forms of communication as needed.
- Coordinate promotional material for timely features in local newspapers.
- Assist the CEO/ Principal in researching issues in order to present relevant material to various audiences and/or to improve the operations or performance of the Charter.
- Establish and maintain positive working relationships with both the print and broadcast media as well as key business and industry representatives and with public and community officials.

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- Event planning; execute holiday and end of the year celebrations within budget set by the CBO.
- Perform general clerical duties including photocopying, scanning, and mailing.
- Coordinate maintenance of office equipment.
- Coordinate and maintain records for staff, telephones, parking and petty cash.
- Direct clerical resources to assist with time sensitive projects.
- Work with other offices as necessary to accomplish job tasks.
- Create requisitions into the online purchase order system.
- May provide translation verbally and written in a second language as needed.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Operation of standard office equipment.
- Clerical and administrative procedures and systems such as filing and record keeping.
- Principles and practices of basic office management organization, procedures, and practices.
- Exceptional technical writing skills.
- Web development and maintenance.
- Planning, organizing and prioritizing meetings, schedules, and other functions of the office.
- Problem assessment and problem solving.
- Information gathering and monitoring.

ABILITY TO:

- Manage multiple projects with a demonstrated ability to complete tasks within established timeframes.
- Apply skill in current computer applications such as word processing, presentation preparation software, and spreadsheets/databases.
- Perform a variety of complex clerical and administrative work involving use of independent judgment and requiring accuracy and speed.
- Communicate effectively orally and in writing.
- Create digital content and press releases and other forms of communication as needed.
- Maintain attention to detail and accuracy.
- Demonstrate flexibility and adaptability.
- Promote a customer service orientation at all times.
- Provide and participate in effective teamwork.

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. A Bachelor of Arts or Science from a recognized college or university is required. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English are preferred.

EXPERIENCE:

Five (5) years of increasingly responsible office administrative or secretarial experience.

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl.
- Perform light physical exertion.
- Lift and carry 25 pounds.
- Reach in all directions.
- Stand, sit and walk for extended periods of time.
- Work at a desk, conference table or in meetings of various configurations.
- Read, interpret, and apply rules, regulations, policies and procedures.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part,

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on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date