Executive Assistant to the Superintendent CLO

Purpose Statement

The job of Executive Assistant is done for the purpose/s of providing a wide variety of complex highly confidential executive assistant duties to support the Superintendent Chief Learning Officer; communicating information on behalf of Superintendent Chief Learning Officer to school and district staff, other districts, the public, outside agencies, etc.; ensuring compliance of Superintendent Chief Learning Officers office and Board activities with financial, legal and administrative requirements; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and acting as liaison between flow of communications and information for the Superintendent Chief Learning Officer, Board, staff and the public to provide information, address a variety of issues and/or provide general support.

Essential Functions

- Assists in the preparation of a wide variety of complex documents (e.g. executive summaries, correspondence, agendas, minutes, event programs, reports, revisions of Board Policies and Administrative Regulations,etc) for the purpose of communicating information to the Board, school and district personnel, the public, state officials, etc.Required to attend board meetings for the purpose of providing coordination of materials, interpreting and conveying appropriate procedures required for district operations; knowledge of open meeting laws and legal requirements for public meetings, recording the actions of the Board which result in the formal meeting minutes
- Communicates with other departments, administrators and outside agencies for the purpose of coordinating activities, exchanging information and resolving issues or concerns
- Compiles data from a variety of sources (e.g. agenda items, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements
- Composes complex documents (e.g. executive summaries, correspondence, agendas, minutes, letters, memoranda, data bases, charts, surveys, policy guidelines, administrative regulations, purchase orders, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Coordinates a variety of programs and/or activities (e.g. travel arrangements; use of facilities, calendars and calendars of events; special events) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.Evaluates situations (e.g. involving the Board, staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Develops and implements office procedures and creates office forms for the purpose of assuring complete and timely operations and facilitating work flow
- Maintains department budgets and assures assigned accounts are accurate and expenditures are within federal or State requirements; (e.g.,) for the purpose of fiscal accuracy
- Maintains manual and electronic documents, files and records (e.g. confidential and nonconfidential) for the purpose of providing up-to-date reference and audit trail
- Oversees office operations for the purpose of ensuring appropriate procedures are followed and/or meeting work demands
- Manages the Office of the Superintendent (e.g. establishing timelines and procedures, etc) for the purpose of meeting operational requirements. Plans, coordinates and organizes office and department activities and flow of communications for the Superintendent Chief Learning Officer for the purpose of maintaining confidentiality of privileged and sensitive informationPerforms special projects and prepares various forms and reports on behalf of the Superintendent Chief Learning Officer; attends to administrative details on special matters as assigned; performs varied duties of responsibility and assigned programs for the purpose of relieving the administrator of a variety of secretarial and administrative details
- Prepares written materials (e.g. presentations, minutes, agendas, reports, memos, letters, etc) for the purpose of documenting activities, providing written reference and/or conveying informationDirectly develops and oversees Board agenda and Board informational memo for the purpose of ensuring the

accuracy and completeness of materials presented to the governing BoardCoordinates and performs duties of the secretary/treasurer for the Community Scholarship Committee (e.g. accounting expenditures, correspondence, data bases, disbursement of funds, etc.) for the purpose of ensuring compliance with actions of the committee in accordance with established policies and procedures

- Presents information on administrative procedures, services, regulations, etc for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties
- Processes documents and materials (e.g. forms, timesheets, budget transfers, etc) for the purpose of disseminating information to appropriate parties
- Receives telephone calls; refers callers to appropriate staff members, responds to requests, complaints and questions from officials, staff and public for the purpose of representing the District
- Researches a variety of written information (e.g. current practices, policies, education codes, etc.)for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements
- Responds to inquiries from a variety of internal and external parties (e.g. staff, other educational institutions, public, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities
- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities
- Serves as a liaison as requested to committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for district operations
- Serves as a liaison to student representatives, committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for district operationsSupports Superintendent Chief Learning Officer and governing board members (e.g. follow-up of board actions, school board election procedures, coordination of schedules, etc) for the purpose of providing assistance with their administrative functions with limited supervision and maintaining strict confidentiality with all parties
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability
- Directs the preparation and maintenance of data reports, records and files related to research and data collection findings and results; (i.e School Accountability Report Card)

Job Requirements & Skills

Skills

Skills are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; word processing, performing preparing and maintaining accurate records; ability to trouble shoot computer/equipment, run multiple pieces of equipment, ie., computers, projector, recording system during public meetings while recording minutes with votes/actions software

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; and pertinent codes, policies, regulations and/or laws, Specific Knowledge and ability; trouble shoot computer/equipment problems during board meetings. Running multiple pieces of equipment, ie., computers, projector, recording system, during public meetings; recording minutes with votes/actions software.ABILITY is required to schedule a 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 defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent 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 limited. Specific abilities required to satisfactorily perform the functions of the job include: displaying tact and courtesy; adapting to changing work priorities; being attentive to detail; communicating with diverse groups, establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives directing other persons within a small work unit; and operating within a defined budget, following standardized practices and/or methods; providing information and/or advising others. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience:

Job related experience with increasing levels of responsibility is required

Certificates & Licenses:

Valid Drivers License

Education:

High School Diploma or equivalent and targeted job Related education that meets the organization's prerequisite requirements

Clearances:

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Additional Qualifications

Ability to travel to other sites/locations

Supervision

Superintendent CLO

Required Testing

Successful Completion of Pre-Employment Process
Pre-Employment Proficiency Test

Continuing Education/ Training

Training attendance at workshops as appropriate

Salary Grade

Range 36

Work Year

260