

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Assistant - Operations/Chautauqua
Reports To: Executive Director of Operations/Chautauqua Coordinator

SUMMARY

Assists management level administrators in the performance of general District responsibilities.

QUALIFICATIONS/REQUIREMENTS

- Minimum of a high school diploma or its equivalent
- Possess a high level of competence in secretarial skills and a working knowledge of personal computer operations and word processing software packages
- Display a high degree of independent initiative and the ability to work with minimum supervision
- Ability to work with frequent interruptions, prioritize multiple tasks, work effectively under pressure, meet short deadlines, and take direction
- Ability to learn and utilize new software programs as systems are upgraded.
- Experience handling sensitive information in a discreet and tactful manner
- Possess a strong sense of customer orientation and communication skills

ESSENTIAL JOB DUTIES

- Demonstrates initiative and independent judgment in establishing professional office routines.
- Arranges appointments and screens visitors to the office.
- Types and proofreads correspondence, forms, and notices.
- Processes travel arrangements as needed
- Organizes and maintains appropriate filing systems.
- Prepares and maintains data in the district's financial software, and on Excel spreadsheets.
- Applies concepts such as fractions, percentages, ratio, and proportions to practical situations consistent with the duties of this position.
- Verifies daily deposits and posts deposits to district financial software system.
- Utilizes financial software system to prepare purchase orders and reconcile department accounts
- Accurately prepares a variety of materials such as schedules, statistical reports, handbooks and manuals, reports, and correspondence that may include confidential information.

ESSENTIAL JOB DUTIES (cont'd)

- Responds to inquiries and communicates with district parents, administrators, staff and lead facilitators for the purpose of providing information.
- Maintains confidentiality with unquestionable integrity
- Communicates effectively across all departments

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director of Operations and the Chautauqua Coordinator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy. This is a twelve-month work year.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.