

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Executive Assistant - Student Services  
**Reports To:** Assistant Superintendent for Student Services

#### **SUMMARY**

Assists management level administrators in the performance of general District responsibilities in regard to Student Services.

#### **QUALIFICATIONS/REQUIREMENTS**

Executive Assistants shall have earned a high school diploma or its equivalent; demonstrates a high level of competence in office skills, possesses exceptional skills with technology (including Google Suite with an emphasis on Google Sheets, and District informational and financial database systems) and displays a high degree of independent initiative and decision-making and ability to maintain confidentiality. Past administrative assistant, office management, or similar job experience required.

#### **ESSENTIAL JOB DUTIES**

- Demonstrates initiative, independent judgment, and ability to engage in solution-oriented problem-solving in office routines and processes.
- Assumes responsibility for a wide variety of management tasks associated with Administrative Center operations and assists in the completion of tasks routine to the operation of the Student Services Department.
- Arranges appointments, maintains calendars, and facilitates the flow of information and communication.
- Assists administrators within the department in budgetary and financial management of the office.
- Maintains appropriate records and historical data for all departmental entities.
- Prepares memorandums, reports, and other communications for the Student Services Department.
- Possesses the ability to effectively communicate both verbally and in written form with administrators, staff, and the community, as needed.
- Demonstrates a positive, professional, and proactive attitude and possesses a strong commitment of service to stakeholders.
- Possesses strong time management and prioritization skills, takes direction, and provides clear updates and communication.
- Demonstrates exceptional technological skills and is able to learn and utilize new software programs as systems are upgraded.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Assistant Superintendent for Student Services.

**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.

**EVALUATION**

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