

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Assistant - Students & Schools
Reports To: Assistant Superintendent of Academic Services

SUMMARY

Assists administration in the performance of general District responsibilities to ensure the smooth and efficient operation of the Student & Schools department.

QUALIFICATIONS/REQUIREMENTS

- Minimum of a high school diploma or its equivalent.
- High level of competence in office and technology skills (including Google Suite with an emphasis on Google Sheets, and District informational and financial database systems).
- Minimum of three years professional secretarial experience.
- High degree of independent initiative and decision-making.
- Ability to maintain confidentiality.
- Past administrative assistant, office management, or similar job experience required.

ESSENTIAL JOB DUTIES

- Submits required documents, information, and budgets to DESE in a timely manner.
- Assists with the coordination of summer school programming.
- Engages in purchasing, invoicing, and department-funded payroll processes for the Students & Schools department.
- Processes contracts and creates memos in preparation for Board meetings.
- Maintains and updates the departmental websites.
- Facilitates the use of contracted employees (ie: translators, OTs, PTs, etc) throughout the District.
- 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 Students & Schools department.
- Arranges appointments, maintains calendars, and facilitates the flow of information and communication.
- Works with the Finance department on all information related to budgets and budget revisions, and assists the department in budgetary and financial management of the office.
- Maintains appropriate records and historical data for the department.
- Prepares memorandums, reports, purchase orders, and other communications.
- Possesses the ability to effectively communicate both verbally and in written form with administrators, staff, and the community, as needed.
- 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.

ESSENTIAL JOB DUTIES (cont'd)

- Demonstrates a positive, professional, and proactive attitude and possesses a strong commitment of service to stakeholders.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Assistant Superintendent of Academic Services and/or other designated administrator.

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 position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.