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Position Description

Position Title:	Executive Assistant to the Superintendent
Department / Location:	District Office
Reports to:	Superintendent
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	February 2025

Position Summary

The Executive Assistant to the Superintendent provides administrative support for the Superintendent and Board of Education. The Executive Assistant organizes and performs administrative work of a high level with minimal supervision. The Executive Assistant plays an integral role in the daily administrative operations for the district.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

1. Provide administrative assistance to the Superintendent and (Board of Education) in conducting the overall operation of the school district.
 - a. Develop and process confidential data and information regarding district operations.
 - b. Perform administrative work on a high level with minimal direction and supervision.
 - c. Compiles, screens, and organizes incoming correspondence and phone calls for the Superintendent and Board of Education.
 - d. Maintains a diplomatic and helpful manner when interacting with the public, staff, and Board of Education.
 - e. Reports regularly to the Superintendent any developments or problems within the district requiring the Superintendent's awareness or action.
 - f. Coordinate, attend, participate in, and record minutes of Administrative Cabinet meetings.
 - g. Maintain up-to-date policies for the district and assure procedures are developed for the dissemination of new policies.
 - h. Assist in the operation of the district's communication systems for

- emergency closings and general inter-district communications from the Superintendent and Board of Education.
 - i. Manages school board and referendum election procedures in accordance with Wisconsin Statutes.
- 2. Coordinate preparation and assembly of materials, agendas, and packets for Board of Education meetings.
 - a. Organizes, assembles, distributes and prepares School Board agenda with supporting documentation to School Board members, administrators and the public.
 - b. Supervises preparation of School Board meeting site.
 - c. Attends School Board meetings and takes minutes.
 - d. Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
 - e. Researches and responds to questions or requests by School Board members, staff or community members.
 - f. Develops and posts/publishes a calendar or schedule of events.
 - g. Provides historical information related to school board agendas, official activities and decisions to the Board of Education and Superintendent.
- 3. Plans and coordinates special Board of Education and administrative functions.
 - a. Plans/schedules time, facilities and equipment/services for meetings, workshops, special events, receptions, etc.
 - b. When appropriate, develop and arrange for distribution of invitations to special events.
 - c. Make travel plans (hotel reservations and registration) for conventions and conferences for the Superintendent and Board of Education.
 - d. Responsible for purchase orders and other financial process execution for the Superintendent and Board of Education.
 - e. Perform other duties as assigned by the Superintendent.

Knowledge, Skills and Abilities

1. Effective writing skills, including ability to edit and compose clearly written documents.
2. Ability to address orally or in writing matters that are sensitive and potentially controversial.
3. Ability to establish and maintain effective working relationships with employees, supervisors, members of the public and elected officials.
4. Ability to train and lead other office personnel in assigned duties, work priorities, and work requirements.
5. Ability to apply judgment in dealing with angry, hostile or uncooperative individuals.
6. Ability to appropriately manage outside requests for information, in accordance with district procedures and data privacy issues.
7. Ability to use computers, software, and peripheral equipment to complete job related tasks.
8. Ability to maintain a high level of confidentiality.
9. Ability to work independently with minimal supervision.
10. Ability to gather and analyze information through a variety of methods.
11. Ability to plan, prioritize and organize complex functions.
12. Ability to complete work accurately and reliably.
13. Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.
14. Possess a growth mindset.

15. Willingness to learn and become fluent in a wide variety of current and emerging technologies.
16. Highly organized with ability to effectively manage time.
17. Ability to travel amongst district buildings, conferences, and seminars.
18. Ability to work evening hours as required.

Working Conditions

1. Indoor office environment.
2. Continuous contact with staff and the public/community.
3. Work involves frequent disruptions of daily schedule.
4. Travel to and from district locations and occasionally conferences, etc.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machines, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Education and Experience

1. Proven experience (3-5 years) as an executive assistant or other relevant administrative support experience.
2. Ability to organize a daily workload by priorities
3. Must be able to meet deadlines in a fast-paced, quickly changing environment.
4. Professional level of verbal and written communication skills.
5. In-depth understanding of MS Office Suite and Google Workspace.
6. Developed and maintained databases to organize and streamline complex data from multiple sources, facilitating efficient access and analysis.
7. HS diploma required; bachelor's degree preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to

perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed