



Job Description

Prepared/Revised Date: **February 2025**

Job Title: **Executive Assistant**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **3190**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 17**

SUMMARY: Responsible for providing executive level, confidential administrative support to the Executive Director(s). Support school and department administration and staff by providing administrative and operational support in various areas, including but not limited to, district policies, parent complaints and school issues. Coordinate meetings and activities with Executive Directors, school personnel, parents and outside agencies. Act as liaison with all levels of district staff and community representatives. Provide information to public regarding departments, school, district policies and procedures. Responsible for budgetary, accounting, and payroll functions. This position may work on-call and may work outside of regularly scheduled work hours including nights and weekends for special event coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Description	Frequency	% of Time
1. Serve as the primary support to an Executive Director(s), managing administrative tasks, strategic initiatives, and crisis response. Handle inquiries, prioritize issues, and coordinate with departments. Maintain numerous calendars, coordinate meetings, reports, travel, and document preparation. Draft correspondence, plan and analyze reports and provide technology support. May prepare, process, and maintain confidential legal files. Creates presentations, charts, and other documents, tracks projects, and ensure smooth division operations.	D	25%
2. Responsible for review, approval and verification of reported time in district time and labor system. Performs payroll functions including serving as timekeeper for all Learning Services staff, approving weekly time entries, and meeting established payroll deadlines. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	W	25%
3. Perform budgetary and accounting functions, through use of district information technology systems, for department or programs such as monitoring annual budgets, including grants and federal monies, transferring budget monies, and purchasing/processing invoices. Create, prepare and verify reports used for billing and invoice charges in the district financial system. Distribute copies of reports to appropriate departments. Manage purchasing card accounts and transactions. May prepare and process billing for internal/external customers and department services.	D	25%
4. Support Executive Directors in hiring by managing job postings, candidate communications, application screening, interview scheduling, and compiling candidate packets. Responsible for coordinating and processing interview forms, new hire documents, and onboarding tasks for new hires. Facilitate office setup or closure for staff transitions and process employee action forms.	D	20%
5. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Courses in business or vocational school in business administration, accounting, office management equivalent to 2 years of college, or equivalent experience may be substituted for this educational requirement.
- Minimum of five (5) years of experience as an administrative assistant.
- Office Management and educational institution experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to work on-call, including evenings and weekends.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Math skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to problem solve and create solutions.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Perform budgetary functions for the department such as monitoring annual budget, purchasing large ticket items, managing purchasing card accounts, processing invoices, the transferring of budgets, through the use of district information technology systems.
- May coordinate or direct the activities of department support staff, student aides or volunteers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	

VISION DEMANDS:	Required
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	