



St. Helens School District
St. Helens, OR
Job Description

Job Title: Executive Assistant, Superintendent & Board Secretary
Reports To: Superintendent

JOB SUMMARY

Administrative Assistant to the Superintendent and Board of Education Members. Perform secretarial duties, such as typing, responding to telephone calls and maintaining files. Acts as liaison between District and community, Superintendent and parents, and Superintendent and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provides secretarial support to Superintendent and Board of Education Members.
2. Contacts administrators for agenda items and documents for the Board & Administrative meetings/minutes.
3. Prepares and distributes meeting agenda packets by specific deadlines
4. Takes minutes for Board and committee meetings.
5. Performs a variety of special projects.
6. Prepares/types correspondence, purchase orders, forms, etc.
7. Answers phones, responds to routine questions, schedules appointments or routes calls to appropriate persons.
8. Provides support and guidance district-wide to secretarial staff.
9. Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
10. Maintains general office files.
11. Maintains Board Policy Manuals per the District.
12. Attend evening Board meeting & other meetings as designated by Supervisor or Board.
13. Assist in coordination of district-wide activities (i.e. in-services)
14. Basic budget tracking and reporting.
15. Collect district data and information for use in publications and other informational pieces.
16. Other duties as assigned by Superintendent.

QUALIFICATIONS

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.

- A. High school diploma plus two years secretarial experience or training.
- B. Computer experience with the ability to do word processing at 60 wpm on a time test.
- C. A high degree of proficiency in use of personal computer with working knowledge of word processing, spreadsheet programs and graphs.
- D. Ability to read and interpret documents such as organizational policies, safety rules, operating and maintenance instructions and procedure manuals.
- E. Ability to write routine and complex reports and correspondence.
- F. Ability to speak effectively before groups of people.
- G. Ability to adjust to varying work assignments, to work well with other employees, professional staff and the public.
- H. Ability to maintain confidentiality of information.
- I. Ability to work independently.
- J. Ability to transcribe from various recording devices.
- K. Other qualifications as deemed necessary by Superintendent or School Board.
- L. Ability to proofread and edit documents.

SUPERVISORY RESPONSIBILITIES

None

SALARY

Confidential salary schedule as approved by the school board.

EVALUATIONS

In accordance with district policy.

PHYSICAL DEMANDS

The physical demands described here 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.

- 1. In an eight-hour day the employee may:
 - a. Stand, walk-----1 – 4 hours
 - b. Sit -----5 – 8 hours
 - c. Drive -----1 – 2 hours

- 2. Employee may use hands for repetitive:
 - a. Single grasping
 - b. Pushing and pulling

- c. Fine manipulation
- 3. Employee may need to occasionally:
 - a. Bend
 - b. Squat
 - c. Climb stairs and ladders
 - d. Lift

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- . Noise Level in the work environment is usually moderate to loud.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 12/19/2024

I have read and understand this job description.

Signature: _____

Date: _____