

Executive Assistant

DEPARTMENT:	Superintendent/Board of Education	REPORTS TO:	Superintendent
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Assist the Kirkwood School District Superintendent and Board of Education. Provide executive administrative support (e.g., board and other meeting minutes, correspondence, event logistics) aligned with the superintendent's needs. Communicate with district and community audiences via email, telephone, virtual meetings, and in person. Maintain responsibility for the management of office projects. Assist students, staff, and community as required to ensure professional office operations, serving as a frequent front-line district representative delivering customer service to many audiences. Maintain confidentiality regarding sensitive topics to protect staff and student privacy.

Task Title	Essential Job Functions	Percent of Time Spent
Board of Education Administrative Support	<ul style="list-style-type: none"> • Prepare for board meetings including agenda review, posting meetings, and gathering information and equipment. • Attend open board meetings. • Take minutes of each speaker in board meetings and document all responses for official minutes • Transcribe and present the board minutes to the board of education. • Place minutes in permanent books with copies to the Missouri School Board Association, website, and library. • Ensure that the Kirkwood School District is not in violation of regulations and Sunshine Laws regarding board meetings and minutes available to the public and board meeting notices. • Accept, inspect, and complete as appropriate school board candidate filing forms. • Organize and prepare tax and bond levy documentation. • Manage and monitor materials delivered to Board of Election Commissioners to ensure timely records and related materials are delivered to the Commissioners. 	30%
Communications and Document Management	<ul style="list-style-type: none"> • Answer, direct, initiate, and log telephone calls. • Greet and direct visitors to superintendent and board of education. • Make all arrangements for meetings organized by superintendent, including scheduling, attending meetings, taking notes, and distributing to appropriate staff, administrators, and community. • Record meetings and handle meeting-related and other department correspondence (invitations, follow-up messages). 	20%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Manage and organize documents for superintendent and board business. ● Prepare student suspension letters for superintendent and notify board of suspension/expulsion hearings. ● Manage the superintendent and board's calendars and provide necessary materials for scheduled appointments and meetings. ● Make reservations, travel arrangements, requisition payment for board members and superintendent to attend professional meetings and/or conferences. ● Obtain, gather, and organize pertinent data, as needed, and put into a usable form for superintendent and board presentation. ● Collect, organize, compile, and disseminate to students, staff and community all required information on a daily basis to ensure accurate and current communications with district community. ● Prepare presentations as appropriate utilizing spreadsheets, graphs, scanning, and PowerPoint. 	
Special Projects Support	<ul style="list-style-type: none"> ● Initiate and coordinate responsibility for special projects as assigned by the superintendent. ● Provide training opportunities for board members or staff. ● Host regional or state meetings. 	20%
Data and Research Support	<ul style="list-style-type: none"> ● Compile information for other departments to assist in completion of surveys, reports, and questionnaires. ● Complete state and federal reporting and surveying, working closely with other departments to gather necessary data and compiling data for submission in final form. ● Conduct statistical research regarding the development of new district procedures. 	10%
Budgeting Support	<ul style="list-style-type: none"> ● Monitor and maintain school board and superintendent's annual budgets. ● Process requisitions and purchases. ● Maintain supplies for Superintendent's Office to ensure accurate account management for the Kirkwood School District. 	10%
Notary and Elections Support	<ul style="list-style-type: none"> ● Check and notarize reports and documents. ● Compile, organize, and record all notarizations to ensure accurate records management of notarizations are maintained for the Kirkwood School District. ● Fill out voter registration forms or transfers as required; assist and provide voter registration or transfer information as necessary. ● Collect and mail registration forms and transfers to the Board of Election Commissioners to ensure accurate and efficient voter registration and transfers are maintained. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college/associate degree and 5 or more years of related work experience.
 - Bachelor's degree and 3 or more years of related experience -

Knowledge & Skills

Knowledge

- **Basic:**
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - and instruction, and measuring training effects.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming (Microsoft Office products such as Word, PowerPoint, and Excel; mobile devices, use presentation equipment such as monitors and projectors on or off a network, printer/copier).
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Expert:**
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active learning, Active listening, Coordination, Reading comprehension, Social perceptiveness, Time management

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical thinking, Persuasion, Service orientation, Speaking, Troubleshooting, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Mathematics, Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Equipment maintenance, Equipment selection, Installation, Instructing, Management of personnel resources, Negotiation, Operation and control, Systems analysis, Systems evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision Sitting,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Walking,
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crawling, Crouching/Kneeling, Pulling/Pushing,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04