



Seattle Public Schools

Executive Assistant to the Superintendent

SALARY	\$99,257.60 - \$127,441.60 Annually	LOCATION	John Stanford Center for Educational Excellence, WA
JOB TYPE	Full-Time	JOB NUMBER	27202
DEPARTMENT	Chief of Staff	OPENING DATE	06/03/2026
SUBJECT AREA	N/A - THIS IS NOT A TEACHING POSITION	FTE	1.0

Overview of Position

This position is open until filled. Interested candidates are encouraged to apply immediately. First review of applications will begin the week of June 15, 2026.

The Executive Assistant to the Superintendent is a highly trusted extension of the Superintendent and serves as a key operational and strategic partner responsible for keeping the Superintendent's Office operating efficiently, responsively, and at full speed in a fast-moving and constantly evolving environment. This role is central to ensuring the Superintendent is supported in a way that maximizes effectiveness, responsiveness, communication, and follow-through across the organization. The Executive Assistant supports the communication and alignment of organizational vision, mission, and values while also facilitating cross-departmental initiatives, systems improvements, and Superintendent-sponsored programs, projects, and activities.

A primary focus of this role is managing the day-to-day operational flow of the Superintendent's Office and ensuring that critical details, communications, timelines, and follow-up actions do not fall through the cracks. Key responsibilities include managing and triaging high-volume correspondence; coordinating and maintaining a complex and constantly shifting calendar with competing priorities and frequent changes; tracking calls, commitments, and action items to ensure timely follow-up; supporting material preparation and finalization; processing budgets and reimbursements; and coordinating conference registrations and travel arrangements. The Executive Assistant also conducts research, coordinates data and information collection for special assignments, supports personnel-related activities, and serves as a liaison for and representative of the Superintendent. **The role requires a high level of discretion, professionalism, sound judgment, adaptability, and problem-solving in support of daily operations and crisis resolution.**

Additionally, the position supports districtwide events and community engagement activities, including events such as graduations and other district functions, which may occasionally require evening hours.

The ideal candidate is a multifaceted professional who understands educational systems, public education priorities, and organizational operations, while also possessing strong technical, computer, and administrative skills. This role requires a high level of comfort and proficiency with technology platforms and digital tools used to support executive operations, communications, presentations, and organizational efficiency. Experience with tools such as Excel, Canva, presentation platforms, digital communications, website or web-based content support, and other

technology-related systems is highly valued. The ability to quickly learn and adapt to new technology platforms while supporting the operational and strategic work of the Superintendent's Office is essential. This individual must also be highly proficient in drafting, managing, and tracking executive-level correspondence while ensuring timely follow-through, responsiveness, accuracy, and professionalism in all communications.

Essential Functions

60% High-level administrative support to the Superintendent:

- Manages day-to-day operations of the Superintendent's office in coordination with other assigned support staff.
- Oversees timelines of workflow both for the Superintendent's office and in collaborating workflow with other District offices and staff.
- Ensures Superintendent preparation for all meetings related to district mission and strategic efforts.
- Develops and implements office procedures as needed to ensure a professional office atmosphere. Analyzes and makes improvements to office operations.
- Conducts meetings and leads administrative assistants to build a cohesive teamwork. Supervises, evaluates, and recommends hiring of administrative support staff, as assigned.
- Assigns, reviews, and coordinates tasks, including peak loads and special projects. Provides for staff development.
- Facilitates the organization activities of special task forces and ad hoc groups, as assigned.
- Conducts research, analysis, and prepares presentation materials and information to assist the executive officer in preparing for meetings with staff and public agencies, officials, etc.
- Assists in developing administrative regulations, policies, and procedures.
- Assumes delegated authority to ensure implementation of and compliance with new regulations, policies, and procedures.
- Responds to questions and provides interpretations, as requested.
- Serves as a resource to the Superintendent and staff and assists with problem resolution, as requested.
- Coordinates and monitors completion of special assignments, as needed.
- Conserves the Superintendent's time by:
 - Reading, researching and routing correspondence.
 - Drafting letters and documents.
 - Collecting and analyzing information.
 - Initializing communications.

40% Project management responsibilities:

- Facilitates development of cross-departmental initiatives and system improvements.
- Enables the implementation of projects that support strategic initiatives and, improve cross-functional operational business processes.
- Accompanies Superintendent to key meetings and events. Attends operations, project, and program-related meetings with or for the Superintendent (e.g. staff meetings, annual planning and budget meetings) to capture information and assure thorough follow up.
- Regularly monitors communications and messages, categorizes topics and ensures all are identified for action or not and by whom. Regularly follows up on effort and progress.
- Aligns stakeholder and partner interests and issues with appropriate district work for successful partnerships and accountability.
- Ensures meeting agendas and decisions are communicated as appropriate to pertinent SPS staff and stakeholders. Follows up on issues to ensure attention and completion in a timely manner.
- Coordinates cabinet level, internal and external stakeholder engagement including setting meeting agendas.
- Creates and maintains reports to the Superintendent on projects, efforts to ensure progress and accountability.

- Works closely with SPS central and building leaders to ensure they fulfill the district mission and strategic plan and are aware of and respond to challenges and opportunities that exist to accomplish the mission and plan.

OTHER FUNCTIONS:

- Ensures the confidentiality and integrity of information.
- May perform related duties consistent with the scope and intent of the position.

RELEVANT COMPETENCIES

Managing Through Processes & Systems - Designs practices, processes, and procedures necessary to get things done; simplifies complex processes; gets more out of fewer resources; creates systems that manage themselves.

- Sets clear, well-defined outcomes for desired results and tracks progress.
- Breaks down objectives into actionable steps with targeted deadlines.
- Leverages and uses resources efficiently and creatively to achieve desired outcomes.

Learning on the Fly - Learns quickly when facing new problems; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks.

- Shows willingness to learn new methods.
- Learns quickly when facing new problems and tries to understand the basis for change.
- Treats change and new situations as opportunities for learning and growth.
- Modifies behavior quickly to deal effectively with challenging or unfamiliar tasks.

Dealing with Ambiguity - Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; can comfortably handle risk and uncertainty.

- Responds quickly to change and comfortably considers new approaches.
- Operates well in situations when consequences of actions and decisions are unclear.
- Switches strategies or approach if current ones are not working.

Managing Relationships - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.

- Relates well to all kinds of people inside and outside of the organization.
- Works to create win-win scenarios.
- Shares appropriate information to find common ground.
- Puts own agenda aside in order to achieve organization's goals.

DISTRICT WIDE CORE COMPETENCIES

Collaboration - Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented) - Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving - Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity - Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability - Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's)

- Demonstrated project management capabilities.
- Excellent written and oral communication skills, including editing.
- Research skills and an ability to present data and rational arguments.
- Conceptual and analytical thinking.
- Effective supervision and training skills.
- Establish and implement structural systems.
- Excellent organizational and time management skills.
- Collaborative problem-solving methods.
- Learn quickly.
- Strategic thinker.
- Ability to balance multiple requests.
- Demonstrated integrity, discretion and ability to maintain confidentiality in areas of sensitive information.
- Team player who can work with a variety of internal teams and external stakeholders.
- Excellent presentation and facilitation skills.
- Ability to establish effective working relationships.
- Ability to work with different personalities in high stress situations.
- Ability to deal with ambiguity.
- Systems thinker.
- Computer skills, including Word, Excel and PowerPoint.

- Knowledge of school and district organization and operations desired.

Typical Qualifications

EXPERIENCE/EDUCATION: A typical way to obtain the knowledge and abilities would be: Minimum of five (5) years of increasingly responsible employment; experience in a school district or other large public agency or non-profit organization preferred; eight (8) years of experience and a focus on project management and strategic planning preferred.; Bachelor’s degree in Public Administration, Public Policy or a comparable field; Graduate degree preferred; or an equivalent of education and experience.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

CLEARANCES:

Criminal Justice fingerprinting and background check.

Employer

Seattle Public Schools

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2445 3rd Ave South

Seattle, Washington, 98124-1165

Phone

206-252-0215

Website

<http://www.seattleschools.org/careers>