



JOIN THE MADEIRA TEAM!

Administrative Assistant to the Superintendent

Madeira City Schools – Board of Education Office

12-Month Position | 247-Day Contract

Anticipated Start Date: December 1, 2026

Application Deadline: October 16, 2026

Madeira City Schools is seeking an exceptional individual to serve as the next **Administrative Assistant to the Superintendent**. In Madeira, we believe that every person matters and every role contributes to creating an outstanding experience for our students, families, staff, and community. We are looking for someone who shares that belief through someone who finds joy in serving others, takes pride in the details, builds strong relationships, and understands that sometimes the most important work happens quietly behind the scenes. The Administrative Assistant to the Superintendent is a trusted partner and central member of our district office team, helping to coordinate the people, information, communication, and countless details that keep Madeira City Schools moving forward each day.

WHO WE'RE LOOKING FOR:

Our ideal candidate is someone who ...

- Brings a positive, welcoming, and service-oriented approach to every interaction.
- Is highly organized and possesses exceptional attention to detail and accuracy.
- Can anticipate needs, take initiative, solve problems, and work independently without supervision.
- Communicates professionally and builds positive relationships with students, parents, staff, Board members, community members, and visitors.
- Understands the importance of discretion, trust, sound judgment, and complete confidentiality when working alongside district leadership.
- Is comfortable managing multiple priorities and deadlines while remaining calm, flexible, and responsive.
- Is proficient with current Google and Microsoft products and comfortable learning and utilizing new technologies and communication systems.
- Has worked in an office setting including previous experience involving fiscal processing, website management, communication systems, or school operations is especially valuable.
- Understands that being part of a small, high-performing team sometimes means simply asking, "How can I help?" or "What else do you need?"

Three to five years of executive or administrative assistant experience is preferred. Previous experience in a school or similarly service-oriented organization is also valued.

WHY MADEIRA?

Madeira City Schools is a special place because of the people who choose to serve here. We value relationships, teamwork, excellence, humility, laughter, and a willingness to do more than expected for one another and for the students and families we serve. We are looking for someone who wants to become part of Madeira and contribute to a culture built around taking care of people and doing important work exceptionally well.

TO APPLY:

Interested candidates should submit:

- Cover letter
- Resume
- Three professional references

Materials should be submitted to Superintendent Kenji Matsudo at kmatsudo@madeiracityschools.org by **October 16, 2026**.