Tigard Tualatin School District 23J

Job Description

Work Year: 256 days
Bargaining Unit: Confidential Manager
FLSA Status: Exempt
Salary: Column E

JOB TITLE: Superintendent Executive Assistant **REPORTS TO:** Superintendent

GENERAL DUTIES SUMMARY:

The Administrative Assistant to the Superintendent provides high-level administrative support, ensuring the smooth and efficient operation of the Superintendent's office. This role involves managing schedules, coordinating meetings, preparing correspondence, maintaining records, and serving as a liaison between the Superintendent, staff, and external stakeholders. The Administrative Assistant handles sensitive information with discretion and professionalism, assists with special projects, and ensures effective communication and organization within the office. This position requires exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

SUPERVISORY RESPONSIBILITIES:

- Provides direction to Cabinet support staff on collaborative Cabinet projects as assigned.
- Oversees the overall management and coordination of clerical support for the district office and Cabinet.
- Executes supervisory duties in alignment with the organization's policies and applicable laws.
- Key responsibilities include training employees, planning and assigning tasks, managing workflows, addressing concerns, and resolving issues effectively.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Project a strong professional presence in appearance, actions, and personal demeanor, inspiring confidence regarding District and Department policies, programs, and services.
- Communicate clearly and concisely, both orally and in writing.
- Assist the Superintendent by reviewing, organizing, and maintaining the email inbox to ensure timely responses and efficient communication.
- Demonstrate leadership and management abilities.
- Maintain harmonious working relationships with employees and the public, while projecting a positive image of the District.
- Maintain a highly organized work environment for self, the Superintendent, and the School Board.
- Plan ahead and maintain planning files in anticipation of upcoming activities or events.

- Maintain a follow-up system on reports, due dates, or required actions, keeping the Superintendent informed.
- Display expertise in clerical skills (e.g., transcription, computer software, filing systems) to coordinate clerical support for the Central Office and direct collaborative projects among Cabinet support staff.
- Screen incoming calls and correspondence, responding independently when possible.
- Prepare memorandums, explain administrative procedures, and monitor compliance.
- Manage and maintain the Superintendent and School Board calendars; arrange programs, events, and conferences (e.g., facilities, caterers, speakers, budgets).
- Direct the preparation of records for School Board meetings (e.g., agenda, notices, minutes, resolutions).
- Monitor and direct the recording of School Board resolutions and policies.
- Act as custodian of District documents and records.
- Direct the preparation and filing of District legal documents with government agencies to ensure compliance.
- Compose and prepare confidential correspondence, reports, and other complex documents.
- Utilize presentation programs, spreadsheets, and database systems effectively.
- Create and maintain database and spreadsheet files.
- Arrange complex and detailed travel plans and itineraries, compiling documents for travel-related meetings, and accompanying the Superintendent or School Board as requested.
- Communicate effectively with the media, staff, parents, students, other districts, and community members.
- Maintain confidentiality at all times.

Marginal Duties and Responsibilities:

- Work a flexible schedule, including evenings and weekend hours.
- Work well under pressure of deadlines, maintaining composure and professionalism, even when communicating with difficult individuals.
- Arrange for programs, events, or conferences, including facilities, caterers, speakers, and budget management, as needed.
- Perform other related duties as assigned

QUALIFICATIONS:

Minimum:

- Leadership and management skills.
- Strong organizational and clerical expertise.
- Effective written and verbal communication abilities.
- Proficiency with office technology, including presentation software, spreadsheets, and database systems.
- Ability to maintain confidentiality and professionalism in all interactions.
- Adaptability to work flexible schedules and perform under deadline pressure.
- A valid Oregon driver's license or reliable transportation to ensure timely arrival at work and the ability to perform essential job functions.
- Current Medic or Red Cross First Aid Certification.

Language Skills:

- Ability to read, analyze, and interpret educational journals, professional publications, financial reports, and legal documents.
- Proficiency in responding to inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Skill in writing speeches and articles for publication that adhere to prescribed style and format.
- Capability to effectively present information to top management, public groups, and boards of directors.

Math Skills:

- Proficiency in performing basic mathematical operations, including addition, subtraction, multiplication, and division, using whole numbers, fractions, and decimals.
- Ability to compute rates, ratios, and percentages and to create and interpret bar graphs.

Reasoning Ability:

- Strong analytical skills to define problems, gather data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and handle a variety of variables in situations with limited standardization.
- Competence in interpreting and applying instructions delivered in written, oral, diagram, or schedule formats.

Preferred

- Bilingual proficiency in Spanish (speaking, reading, and writing) is preferred but not required.

EDUCATION and EXPERIENCE:

- A combination of education, training, and experience equivalent to 14-16 years of formal education.
- A minimum of four years of progressive responsibility in the secretarial field.
- Completion of coursework in modern computer programs and secretarial skills *is desirable*.
- Attendance at workshops related to the specific area or department of assignment *is desirable*.

WORKING CONDITIONS:

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.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk and climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The individual is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

- The majority of the work day is spent indoors.
- Occasional night duty is required.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the terms and conditions of employment established by the Manager/Confidential Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____