Enterprise Elementary School District
Job Description

Job Title:	Executive Assistant (Confidential Position)
Department:	Superintendent's Office
Reports To:	Superintendent
Range:	As identified on the Salary Schedule
Prepared By:	Human Resources
Prepared Date:	October 13, 2026
Approved By:	Board of Education
Approved Date:	November 4, 2026

SUMMARY: Under the direct supervision of the Superintendent, performs highly complex and responsible executive secretarial and administrative services; performs a wide variety of time sensitive and highly confidential functions; prepares reports; and performs other duties which reasonably relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Build and maintain positive, professional relationships with public officials, District employees, parents, students, and community members through effective verbal and nonverbal communication.
- Maintain personal hygiene and wear attire appropriate for the position.
- Receive, welcome, screen, and refer visitors and telephone inquiries to the Superintendent, Administrator/Manager, designee, or other appropriate personnel; respond to inquiries and resolve requests as appropriate.
- Maintain effective working relationships and communication with District departments and school site personnel while safeguarding the District's integrity and security.
- Maintain a professional public image in all interactions and represent the District in a manner that reflects its integrity and values.
- Work collaboratively as part of a team in a fast-paced environment.
- Apply effective conflict resolution, problem-solving, and interpersonal skills in interactions with others.
- Effectively communicate concerns, issues, and problems to the appropriate supervisor.
- Maintain a high level of confidentiality when handling sensitive personnel, student, administrative, and District information.
- Prepare confidential correspondence, documents, reports, and other materials as required.
- Review, interpret, and appropriately handle highly confidential information.
- Exercise sound judgment and discretion when handling sensitive matters and responding to inquiries.
- Provide administrative and executive support to the Superintendent and Board of Education, including managing assigned calendars and coordinating schedules.
- Receive and review mail and correspondence directed to the Superintendent to ensure appropriate distribution, prioritization, and follow-up. Assemble supporting information, identify key items, and respond to or route correspondence that does not require the

Superintendent's personal attention.

- Maintain and organize files and records for the Superintendent.
- Attend and maintain accurate minutes of Board of Education, Administrative Council, and Cabinet meetings as required.
- Coordinate and support meetings, including scheduling, preparing and distributing agendas and supporting documents, inviting attendees, reserving meeting spaces, providing meeting assistance, and preparing minutes.
- Schedule and prepare documentation for student expulsion hearings.
- Coordinate travel arrangements and process related reimbursement documentation.
- Facilitate the review, approval, and submission of timecards, as assigned.
- Oversee the preparation, development, editing, and publication of District documents and publications, including, but not limited to, School Accountability Report Cards, the Handbook for Families, the Parent Rights Manual, *Edge*, and *State of the District*.
- Assist the Superintendent with public relations, communications, and marketing initiatives.
- Update and maintain assigned content on the District website, including Board agendas, minutes, policies, and District publications.
- Ensure District publications and public communications are accurate, professional, accessible, and consistent with established District standards.
- Research and interpret laws, regulations, and requirements related to District policies and administrative procedures.
- Prepare draft policies and revisions for review and approval by appropriate District personnel.
- Maintain and update policy manuals, policy files, and related documentation.
- Assist with maintaining and organizing public records in accordance with applicable laws, regulations, and District policies.
- Support the accurate preparation, organization, and retention of official District documents.
- Conduct research, analyze information, and prepare drafts, summaries, and reports in response to specific requests from the Superintendent or other authorized personnel.
- Compile, analyze, and prepare statistical data and reports as assigned.
- Analyze situations, evaluate available information, and determine an appropriate course of action within the scope of assigned responsibilities.
- Co-sign checks for designated District accounts, as authorized.
- Process purchase orders and related administrative documentation.
- Perform general clerical duties, including photocopying, scanning, faxing, mailing, and filing.
- Provide additional administrative and operational support to ensure the efficient functioning of the Superintendent's office and assigned District programs.
- Participate in ongoing professional development to enhance skills in executive secretarial support, communications, human relations, financial analysis, and management.
- Perform other duties reasonably related to the position as assigned.

QUALIFICATION REQUIREMENTS: 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.

- Highly knowledgeable in office practices and policies through directives, and collective bargaining agreements;
- Ability to review and interpret highly confidential information; analyze situations to define issues and draw conclusions;
- Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation, and report presentations;

- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to perform responsible, complex administrative assistant and clerical work;
- Has strong leadership ability;
- Provide leadership and training to employees in areas related to but not limited to assigned department.
- Ability to work under highly stressful situations in a calm manner;
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Ability to determine and maintain confidentiality;
- Use modern office practices and procedures, and standard office equipment operation;
- Knowledge of basic personnel principles and practices;
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit;
- A working knowledge (or quickly acquired knowledge) of Enterprise School District Board policies and administrative regulations, general philosophy, and beliefs;
- Ability to establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy;
- Ability to relate well with diverse cultural and socio-economic groups;
- Maturity, confidence, tact, and personal judgment required of a professional administrative assistant to effectively deal with stressful, diverse, and dynamic work situations

SUPERVISORY RESPONSIBILITIES: Supervises and directs clerical personnel when required

PREFERRED QUALIFICATIONS

- Strong communication skills and ability to listen, calm, direct (as appropriate), and solve conflicts
- Expertise in word processing, database, and spreadsheet software
- Ability to create attractive brochures, flyers, posters

UNIQUE REQUIREMENTS

- This position requires a flexible schedule. It is a 40-hour per week assignment, but the hours of the assignment will vary depending on the requirements of meeting schedules for any given week. Some required meetings that require attendance will occur outside regular business hours.

EDUCATION AND/OR EXPERIENCE:

- Associate's degree (A.A.) or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the public.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of abstract and concrete situations.
- Ability to effectively present information to administrators, staff, the public, and the Board of Education.
- Communicate effectively, both orally and in writing, using clear, Standard English.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

Superintendent — Date: 11/4/26

Board Approval (Clerk) — Date: 11-4-26