EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Executive Assistant to the Superintendent & School Board
Department	Superintendent's Office
Reports To	Superintendent of Schools
Classification	Hourly Non-Affiliated
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Assistant to the Superintendent & School Board, under the direction of the Superintendent of Schools, is responsible for the coordination of all functions of the Superintendent's office. This position serves as the administrative assistant for the School Board with responsibility for preparing and maintaining official minutes of Board of Education proceedings. The executive assistant also performs other clerical duties associated with the position.

Essential Job Functions

- Answers the phone, greets visitors, answers questions, and provides information as directed.
- Represents the Superintendent through telephone, written, electronic networking, and personal contacts.
- Provides guidance and assistance to District staff and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Serves as a positive public relations advocate for the District, including dissemination of Superintendent and School Board information.
- Ensures, in supervisor's absences, that requests for action and information are documented, handled, and referred in a timely manner.
- Performs related functions and tasks for the Superintendent of Schools.
- Provides secretarial services to the School Board as needed.
- Attends Board of Education meetings and serves as recording secretary, as well as attends any other meetings as assigned.
- Maintains official Board minutes and indexes all Board of Education actions.
- Coordinates and disseminates agendas and supporting documents for Board of Education meetings.
- Records Board policies and procedures to keep them current.
- Coordinates and prepares for administrative meetings, staff meetings, Board meetings and activities, and civic/governmental meetings.
- Records administrative rules and regulations.

- Assembles and distributes back-to-school information to parents and media, including coordinating and preparing Parent handbook.
- Makes conference and travel arrangements for the Superintendent and School Board members.
- Initiates notifications for school closings and emergencies in a timely manner both in and out of the regular workday.
- Maintains internet and intranet applications as directed by the Superintendent.

Ancillary Job Functions

- Schedules appointments for the Superintendent and School Board.
- Coordinates all web-based networks applicable to and as directed by the Superintendent.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate's or bachelor's degree
- Minimum of three years' related professional experience

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years' related professional experience.
- Associate or bachelor's degree in social media design, implantation, and maintenance or a related field.
- Prior school district secretarial or administrative experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office and Office 365 (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Ability to organize and host large virtual and in person meetings and events.
- Strong Adobe Acrobat knowledge and ability.
- Ability to learn and operate a variety of software and computer programs.
- Ability to explain and interpret policies of the Superintendent's office to employees and the public.
- Office Management skills.
- Ability to multi-task, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to perform varied, difficult, and complex clerical tasks at a high rate of speed and accuracy.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to function with independent judgment.

- Ability to work a varied and flexible schedule, including overtime and evenings, when directed and approved by the Superintendent.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office conditions and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to occasionally lift up to 10 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.