

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

TITLE: Executive Assistant to the Superintendent

LOCATION: Administrative Center

SUPERVISOR: Superintendent

SUPERVISES: None

JOB SUMMARY:

To organize the office of the Superintendent efficiently and relieve the Superintendent of paper work and details to insure that maximum time can be devoted to the administration of the district.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

BOARD FUNCTIONS:

- Compile and disseminate motions, agendas, bulletins, news releases, and minutes for all Board of Education meetings.
- Arrange for all Board activities including room arrangements travel and conferences.
- Maintain Board policy manual.
- Proofread and edit all material from the District Office to the Board.
- Respond to individual request of Board Members.

SUPERINTENDENT'S OFFICE FUNCTIONS:

- Answer telephone and respond to parent and staff requests.
- Schedule appointments and maintain calendar.
- Type, edit and complete (as requested) Superintendent correspondence and communications.
- Prepare and distribute agendas and materials for Administrative Staff and all meetings under the responsibility of the Superintendent.
- Maintain confidential evaluation files.
- Perform all other secretarial functions as needed.

FINANCIAL FUNCTION:

- Carry out all purchasing for the Board and Superintendent's office.
- Process bills for all Board and Superintendent expenses.

- Order office supplies as needed.
- Monitor expenses within budgeted accounts.
- Other duties as assigned by the Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

High school diploma or GED.

Two (2) years of college preferred.

EXPERIENCE

A minimum of four (4) years of secretarial experience.

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Ability to type 60 wpm and take shorthand.
- Ability to respond to oral and written directions.
- Ability to organize an efficient filing system.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality on Board and Administrative matters.
- Ability to respond quickly in case of emergency.

LICENSES/CREDENTIAL: N/A

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.