

(SCHOOL DISTRICT)  
SCHOOL DISTRICT POSITION DESCRIPTION

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POSITION TITLE:	Executive Assistant
DEPARTMENT:	Administration
REPORTS TO:	Superintendent
DATE:	(Date)

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**SUMMARY**

Assists the Superintendent, Board of Education members, and district administrators by performing secretarial duties such as typing, responding to telephone calls, and maintaining files. Acts as liaison between district and community, Superintendent and parents, and Superintendent and staff.

**DAILY ASSIGNMENTS**

- greet public/answer phones
- backup for outgoing mail
- type correspondence for Superintendent

**AS NEEDED**

- type updates to policies for board meetings
- distribute policies as approved by the Board of Education
- publish all employment postings
- complete surveys
- provide access to personnel files
- process FOIA requests
- process teacher's advanced degree information for payroll
- process all incoming applications and distribute to administrators as needed for open positions
- process/record tuition reimbursement requests
- post special board meetings
- schedule appointments for Superintendent
- process employee status change notices
- provide information/forms to new employees and create new employee personnel files, keep track of what is yet needed from new staff members until file is complete
- process leaves of absence forms/letters
- process letters of agreement between unions and Board of Education
- type/research negotiations information
- process resignations
- process transfers in positions
- send sympathy/get well cards
- update Superintendent's speeches

- process grievances
- inform ISD of home schooled children information
- update job descriptions
- inform ISD Superintendent of any expulsions from our district/inform principals and secretaries of any expulsions from other districts

### **WEEKLY**

- type (Superintendent's Weekly Publication) for Superintendent, Assistant Superintendent and Director

### **MONTHLY**

- process agendas/minutes for (specific meeting) meetings two times per month
- process agenda/minutes for board meetings two times per month plus any special meetings
- update calendar board for office (bi-monthly)
- filing
- distribute staff directory changes (bi-monthly)
- process/send invoices for transportation (non Schools-of-Choice students)
- proofread (*Name of School Newsletter*) newsletters (bi-monthly)
- print labels for (*Name of School Newsletter*) (bi-monthly)
- clean out old e-mail messages

### **QUARTERLY**

- reimburse pop fund

### **YEARLY**

- coordinate/type 3-year plans for personnel
- process agenda/minutes for and coordinate (specific group) retreat
- process schedules for (specify meeting) meetings, board meetings, committee meetings
- coordinate all-staff dessert/years of service awards program
- prepare information for auditors
- inform current staff members of needed (specify training program) training
- coordinate end-of-the year calendar for board members
- coordinate fund raising calendar
- congratulations letters sent to students (scholarship winners)
- update and distribute school year calendar as negotiated
- verify expired teacher certificates/inform affected teachers of process to renew
- type individual teacher/administrator contracts
- coordinate the ordering of custodial shirts
- compile/distribute staff directory
- update historical information on pupil headcount information
- distribute/process open enrollment forms for insurance changes

- update school closing list for administrators
- process Schools of Choice applications/information for Board of Education approval
- process staff headcount information
- coordinate/distribute teacher appreciation gifts
- update teacher information board in office
- coordinate welcome back staff breakfast
- compile yearly attendance records by building
- coordinate Board of Education/Administration Christmas party
- process administrator evaluations
- state reports including SRSD, MEGS , REP, safety & crime report, Form B (input only), SID (future), other on-line reports for transportation and grants
- process shared time student FTE information for student count
- process staff evaluation information
- update fax machine
- update summer schedule information
- coordinate new teacher luncheon
- update phone lists
- update shared time agreements
- process staffing information for board approval
- process tenure/probation information

### **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.

### **EDUCATION AND/OR EXPERIENCE**

High School diploma or equivalent and two years secretarial experience or training. Minimum two years of post graduate training/college is preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively with students, parents, staff and/or community members.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **COMPUTER & SOFTWARE SKILLS**

Ability to utilize Microsoft Office Suite, CIMS, SRSD, REP & other software packages as required by state or district. Expertise in above software is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

## **OTHER SKILLS AND ABILITIES**

Must have strong communication, computer and interpersonal skills, Have ability to learn and utilize new software programs as systems are upgraded. Typing and transcription experience.

Must pass a typing test of 55 words per minute. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, parents, staff and/or community members. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

## **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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must be able to transport from building to building for meetings.

## **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.

The noise level in the work environment is usually quiet.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Other duties may be assigned.*

**SUPERVISORY RESPONSIBILITIES**

None.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*