

DRAFT
Redmond School District
Job Description



Job Title: Executive Assistant – Superintendent (AAIV)/School Board
Reports To: Superintendent
FLSA Status: Confidential - Exempt

JOB SUMMARY

This position serves as the “right hand” support to the Superintendent and Board of Directors ensuring effective and efficient communication. This position provides full spectrum administrative support to the Superintendent and his or her staff including matters of a confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format for Superintendent or his/her designees.
2. Contribute to and collaborate with District Office communications team efforts.
3. Provide administrative support to Superintendent including, but not limited to preparation of presentations, budget, minutes, tracking, calendar management, travel and room arrangements and correspondence to board of directors, staff and community.
4. Complete a high volume of computer work, using District computer programs, to input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
5. Schedule board meetings, conferences and programs as required including creating schedule, contacting all invited parties, preparing agendas, board packets, confirmation, arranging for catering and distributing materials to all parties.
6. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
7. Maintain and update school board website including current agendas, approved minutes and other relevant information.
8. Draft correspondence and send on behalf of board of directors.
9. Provide administrative support to budget committee including elections, meetings, agenda and minutes.
10. ~~Serve as first point of contact for inter-district transfers including incoming calls, request for paper work, forwarding requests, approvals, renewals, denials; track all requests; verify resident district information.~~
11. Organize secretarial meetings and trainings throughout the year including agendas, presenting and researching questions.
12. Update and maintain board policies as required including ensuring superintendent review, board approval and posting
13. Track expenditures and pay bills timely
14. Appropriately maintain and secure confidential records and inquiries.
15. Professionally represent the school and the District in interactions with parents, community, staff, and students.

16. Format and complete special projects as assigned by Superintendent.
17. Maintain appropriate certifications and training hours as required.
18. Comply with applicable District, state, local and federal laws, rules and regulations.
19. Attend work regularly.
20. Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Attends staff meetings and in-service trainings
3. Assists other office staff as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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:** Associate's degree (A.A.) or equivalent from two-year college or technical school; minimum five years of progressively responsible experience in executive support or equivalent combination of education, experience and/or training. Prior successful experience working in schools or public agency preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. . Ability to respond to common inquiries or complaints from parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, accounting, internet software, e-mail, word processing software. Ability to proficiently use the following programs strongly preferred: Visions, MS Word, Access and Excel. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver License.

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 is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

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.

Occasionally perform work beyond a standard 40-hour work week when work-load requires.

The work environment is in a school that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: June 2009

Updated: December 27, 2013 - ajj

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____