



POSITION:	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
Reports to:	Superintendent
Term:	260 Days
Hours/day:	8.0
Building:	District Office
Exemption Status:	Exempt
Union Affiliation:	Not represented
Salary:	Per current non-represented classified staff salary schedule .
Benefits Eligibility:	Eligible – Medical, Dental, Vision, Retirement

Position Summary:

The Executive Assistant to the Superintendent is responsible for providing secretarial and administrative support services to the Superintendent and School Board. This position coordinates and provides confidential, administrative, technical, and operational support to the Superintendent. Manages assigned community relations, patron communications and assists in the coordination of the administrative office in an effective and efficient manner. Coordinates and provides assistance in resolving emergencies. Exhibits confidentiality and uses independent and sound judgment as necessary while maintaining the highest degree of professionalism.

Essential Job Functions:

This list of essential functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Maintains consistent presence/coordinates office coverage at assigned worksite during regular work hours.
- Coordinate the day-to-day operations of the superintendent’s office to ensure that parents, staff, and the public are greeted and assisted in a positive and efficient manner.
- Answer a wide variety of telephone and in-person inquiries, provide information, screen and direct calls and inquiries, gather information on any district issues and troubleshoot potential problems.
- Assists the Superintendent in his role as Secretary to the Board of Directors.
- Responsible for School Board Meeting agenda development, meeting preparation, and public notices.
- Works collaboratively with superintendent and district administrators to prepare resolutions for board action.
- Using Boarddocs, prepares material for the school board agenda ensuring timely publication of impending meeting dates; serves as a recording secretary for all board meetings. Maintains the official record of minutes as required by state auditors.
- Serves as a resource for District and Board practices, procedures, and administrative functions.
- Assists School Board Members with research, correspondence, travel, conference registrations, other assistance.
- Schedule and coordinate the superintendent’s activities, maintain superintendent’s calendar, keeps superintendent informed of commitments and deadlines, make all superintendent’s travel and conference arrangements.
- Prepares superintendent draft communications and acts as liaison between the superintendent and the Executive Team, Board of Directors, staff, and public.

- Compose media releases regarding activities, meetings, hearings or other events and legal notices as required by law. Communicate with parents and staff in written and electronic format for district-wide notifications.
- Responsible for the preparation of district policies and procedures, maintains the policies electronically, manages the distribution of updated policies and procedures to ensure all relevant staff is provided accurate information.
- Responsible for tracking and state reporting of student FTE and associated data (including homeschool and Running Start students), coordinating reports from schools for monthly counts for Basic Ed, ALE students, “off campus” students, SPED and “end of year” reports and annual Civil Rights Data Collection (CRDC).
- Annual renewal of Food Service (WINS) application, update forms for website, monitor Pandemic EBT, monthly food claim, annual verification.
- Develop and track Personal Services Contracts as well as receive, route and complete actions on all district, interagency, interlocal, and business contracts.
- Coordinate Travel Request forms, signatures and follow up artifacts.
- Liaison for annual insurance renewal, claims (non-personnel), and Certificates of Evidence of district insurance.
- Responsible for collecting and maintaining contracts and paperwork for Mental Health Grant consultants.
- Prepare school district calendars according to contractual guidelines under the direction of Calendar Committee.
- Establishes, updates, and maintains a district records management and retention system.
- Functions as the Public Records Officer.
- Assist Facility Manager with the bid process and records retention for Capital Projects.
- Functions as a liaison for the Levy Committee
- Update district website and assist Technology Supervisor as a System Administrator for EDS.
- Responsible for tracking and administration of two scholarships funds.
- Coordinates the publication of the annual student directory for the San Juan Public School Foundation.
- Provide guidance for schools in fundraising compliance.
- Coordinates with the superintendent (or designee) during a crisis, as outlined in emergency manual.
- Assumes other duties as assigned such as organizing for district-wide events and implementing new processes

Desired Skills:

- Ability to maintain a high degree of confidentiality.
- Ability to establish and maintain effective working relationships with students, parents, staff and the public.
- Ability to work independently, including prioritizing work assignments and meet multiple deadlines on a continuing basis in conjunction with a daily workload.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of proper English grammar, spelling and usage.
- Knowledge of written and graphic communications.
- Ability to manage social media platforms and online systems
- Ability to keep accurate records and perform detailed work in reference to preparation, computation of data and analyzing information both verbally and in written form.
- Ability to research and write policies and procedures.
- Ability to provide effective customer service.
- Ability to compose and format correspondence and reports.
- Ability to take, transcribe, edit and finalize minutes of meetings.
- Ability to proficiently read, write and perform accurate arithmetic calculations.
- Ability to diffuse difficult situations.
- Ability to operate a variety of office equipment and machines.
- Ability to use program specific software packages.
- Ability to use effective problem-solving judgment.
- Ability to lift objects weighing up to 40 pounds.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Must have outstanding interpersonal and problem-solving skills.
- Experience in dealing with the community, students, and an administrative team in a school district environment, desirable.
- Knowledge of office management and general secretarial procedures, a must.
- Excellent oral and written communication skills.
- Knowledge of the principles and practices of supervision.
- Skill in effective public relations.
- Knowledge of correct grammar, spelling, punctuation, and technical documentation.
- Skill in operating a variety of office machines.
- Skill in the use of a personal computer and various software programs including word processing, data base, spread sheets, websites, and publishing.
- Ability to set up and maintain an accurate filing system.
- Ability to attend to detail and follow tasks through to completion.
- Ability to organize and set priorities.
- Ability to work effectively under pressure.
- Ability to be flexible and responsive to change.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to establish and maintain positive and effective working relationships with students, parents, staff and the general public.

Education and Experience

- Bachelor's degree and five years of responsible administrative secretarial experience, including records maintenance, desired.
- Supervisory experience desirable.
- Successful WA State Patrol and FBI fingerprinting clearance
- Proof of MMR immunization (if born 1/1/1957 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days form hire date.

Licenses / Special Requirements

- Complete mandatory online safety training within 30 days of hire and annually as required.
- Requires fingerprinting and criminal record check for felonies and child abuse.

Work Conditions:

The job of the Executive Assistant requires visual concentration to detail, dexterity and precision. Experiences frequent interruptions; must be able to complete work within a multi-tasking and fixed deadline-driven environment; must work seated at a computer monitor for prolonged periods; must be able to crouch, bend, kneel and lift/move objects such as files, boxes, etc. requires an ability to deal with distraught or angry persons; may be exposed to infectious diseases.

Physical Requirements Include:

Prolonged periods sitting at a desk and working on a computer. Must be able to lift to 40 pounds occasionally.

Reports to:

The Executive Assistant to the Superintendent shall be evaluated annually by the Superintendent, pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Conditions:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Classification History:

Revised: 2022