

Job Title: Superintendent Executive Assistant & Board Recording Secretary
Reports to: Superintendent and/or Director of Engagement and Outreach
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Salary Schedule #05 – C – Exempt 6

Job Summary:

The Superintendent Executive Assistant & Board Recording Secretary is responsible for providing secretarial and executive level administrative support services to the Superintendent and School Board and managing/coordinating the day-to-day activities of the Superintendent's Office including managing, and coordinating the operations of the Office of the Superintendent to ensure that positive public relations are maintained.

Essential Job Functions:

This list of essential job 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:

- Coordinate and manage 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
- In the absence of the Superintendent, coordinate with the designee during crisis
- Schedule/coordinate the Superintendent's activities, maintain calendar, schedule meetings
- Answer a wide variety of telephone and in-person inquiries; provide information/screen/direct calls and inquiries as appropriate on various district policies and procedures, events and schedules, and trouble shoot potential problems
- Prepare the agenda for the Board of Directors' meetings in consultation with the Director of Engagement and Outreach and the Superintendent
- Prepare all materials for the Board of Directors' meetings including regular meetings and study sessions, maintain regular communication with all board members and post public notices for all board meetings
- Ability to work evening hours to serve as the Board Recording secretary
- Compose and prepare correspondence for the Superintendent
- Compose and prepare correspondence to the Board of Directors under the direction of the Superintendent and / or Director of Engagement and Outreach
- Communicate necessary reminders to the Superintendent, Board of Directors, and other relevant staff regarding meetings, activities, or district- or school-related events
- Responsible for the management and distribution of updated policies and procedures to ensure all relevant staff and community is provided accurate information
- Monitor the flow of written communications from the Superintendent's office; establish work priorities
- Maintain budget documents, monitor accounts, track expenditures and prepare reports on a regular basis; prepare, account code, authorize payment and process requisitions and purchase orders for departments, programs, and grants falling under the supervision of the Superintendent
- Use of computers and related technology
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with staff, families, students and community members
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of proper English grammar, spelling and usage
- Knowledge of business math
- Knowledge of effective office operations and procedures
- Knowledge of alpha-numeric filing systems
- Knowledge of specific program requirements and terminology
- Knowledge of spreadsheet packages and database tracking tools
- Knowledge of written and graphic communications
- Ability to adapt to shifting priorities and to frequently re-channel work efforts

- 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 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 daily workload
- Ability to research policies and procedures
- Ability to establish and maintain effective working relationships with a variety of people
- Ability to communicate effectively, both orally and in writing
- Ability to maintain strict confidentiality
- Ability to provide effective customer service
- Ability to discern appropriate responses and alternatives and apply judgment within established parameters
- Ability to compose and format correspondence and reports
- Ability to take, transcribe, edit and finalize minutes of board meetings or other meetings as needed
- Ability to proficiently read, write and perform accurate arithmetic calculations
- Ability to defuse difficult situations
- Ability to use effective problem-solving judgment
- Ability to operate a variety of office equipment and machines
- Ability to read and explain rules, regulations, procedures and contracts
- Ability to use program-specific software packages
- Ability to provide excellent writing skills
- Ability to type 60 words per minutes
- Ability to lift objects weighing up to 40 pounds

Minimum Qualifications:

- 5 years of progressively-responsible office experience or an equivalent combination of education and experience (in a K-12 educational system preferred)
- Lead or supervisory experience desirable
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Proficiency using PC computer and experience with Microsoft Office software, WESPaC, Substitute Online, and Gmail
- Budget and knowledge of budget and accounting experience (in a K-12 educational system preferred)
- Valid Washington State driver's license or evidence of mobility
- High School diploma or equivalent (documentation required at time of application)
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The Superintendent Executive Assistant & Board Recording Secretary shall be evaluated periodically by the Superintendent and/or the Director of Engagement and Outreach 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.

Classification History:

Job description was developed July 2004.

Job description revised December 2012.

Job description revised July 2013.
Job description revised June 2018.