

PINON UNIFIED SCHOOL DISTRICT NO. 4 JOB DESCRIPTION

POSITION/TITLE: Executive Assistant
TERMS OF EMPLOYMENT: 12 Months
SALARY: Classified Placement Schedule – Grade 7
FLSA STATUS: Exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. AA Degree preferred.
2. Three years of progressively responsible secretarial or administrative experience that involved carrying out and coordinating day-to-day administrative support activities for an organization.
3. Must have the basic foundation of administrative concepts, principles, and practices sufficient to support the overall District Office operations and management.
4. Must be able to take dictation and type accurately at an acceptable rate of speed, using a computer with word processing.
5. Must have proven human relations, interpersonal, and communication skills.
6. Bilingual (Navajo/English).
7. Must have a working knowledge of standard business machines including Macintosh, PC's and programs such as Word, Excel, PowerPoint.

JOB GOAL: To serve as the Executive Assistant to District Superintendent and Assistant Superintendent and function as the principal administrative support in the Piñon Unified School District No. 4 (PUSD) by carrying out and coordinating all the clerical and day-to-day administrative support activities for the organization. The Executive Assistant is responsible for the maintenance (accuracy and content) of all PUSD Governing Board Policies, Procedures and Regulations and makes them accessible for all administrators and staff.

DUTIES AND RESPONSIBILITIES:

1. Serves as personal assistant to the Superintendent and Assistant Superintendent in carrying out administrative support duties and responsibilities; e.g.,
 - a) Receiving and controlling incoming correspondence;
 - b) Reviewing outgoing correspondence, reports, etc., for format, grammar, and punctuation and removing typographical errors;
 - c) Writing simple, repetitive, non-technical correspondence;
 - d) Performing typing, stenographic and transcription duties;
 - e) Making extensive travel arrangements;
 - f) Making complete arrangements for meetings and board meetings;
 - g) Locating, compiling and assembling information for various reports, conferences, meetings, retreats, and training sessions.
 - h) Develops materials for the Superintendent's and Assistant Superintendent's use in public speaking or briefing engagements. After ascertaining subject matter, develops information; prepares outline for speeches; and coordinates final product with supervisor;
 - i) Follow up on completion of reports with adherence to deadlines;
 - j) Designs and organizes filing systems;
 - k) Organizes the flow of clerical processes in the District Office, School and Program Offices.
 - l) Serves as primary leader for all secretaries in establishing guidelines for correspondence formats, designing and organizing filing systems.
2. Keeps abreast and informed of the Superintendent's and Assistant Superintendent's work schedule, calendar, priorities, commitments, policies and program goals of the District in order to make and coordinate appointments and to avoid overload or unnecessary waiting of visitors.
3. Opens Superintendent's and Assistant Superintendent's Office incoming correspondence and routes items to appropriate department or person as necessary. Completes questionnaires or routine correspondence without instruction or direction.
4. Reads outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, factual correctness, and advises the writer of any deviations or inadequacies;
5. Maintains office files and serves as guardian of administrative material and district historical items.
6. Schedules meetings for Superintendent and Assistant Superintendent, plans and arranges for appropriate space

Executive Assistant

Board Approve 6/18/12

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and all logistical needs for meetings, and notifies participants or follows up with staff members to insure that various commitments made at conferences and meetings are met.

7. Answers telephone calls and gives information as appropriate and necessary, e.g., school calendar, District boundaries, or other general inquiries.
8. Completes and distributes additions or changes in District Policies and Procedures after adoption by Governing Board.
9. Arranges with individual schools on posting of art materials in the display area of the board room.
10. Supervises other clerical personnel assigned to the Superintendent's and Assistant Superintendent's office.
11. Performs the administrative and secretarial duties for the Governing Board ensuring that all meeting requirements are adhered to according to Arizona Revised Statute and Arizona School Board Association.
12. Assumes responsibility for organizing and completing the Board agenda material and arranges for distribution of packets to Board members and designated administrators; distributes notices of Board meetings to staff and news media; posts public notice at District Office; prepares and coordinates the logistical needs for Governing Board meetings; makes agendas available, makes sure technological assistance is available, presenters are ready, interpreters are available and committed; and all materials are ready.
13. Attends all regularly scheduled Governing Board meetings; takes and transcribes notes into detailed written minutes within three (3) working days; is responsible for operation of recording equipment used during each Board meetings; is responsible for establishing and maintaining the Board files; ensures the records are kept for future historical reference; and keeps material in order and easily accessible for reference or review by constituents and auditing personnel.
14. Initiates District yearly calendar and schedule of Board meetings for review and official acceptance.
15. Arranges all in state and out of state travel for Superintendent, Assistant Superintendent and Board Members such as (registration fees, hotel accommodations, airline arrangements), etc.
16. Orders supplies for Superintendent, Assistant Superintendent and Board Members.
17. Performs other duties as assigned.

REPORTS TO: Superintendent and Assistant Superintendent

EVALUATION: Performance will be evaluated in accordance with the Board's Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____

Date: _____