

Position Title:

Executive Administrative Assistant

Supervisor:

Business Manager

Purpose: Provide administrative and bookkeeping support by conducting research, preparing reports, handling information requests, and performing clerical and bookkeeping functions.

Duties:

- Board liaison and support (convention/workshop travel plans, maintain board calendar and board webpages, etc.)
- Prepare agendas and exhibits for all board meetings including Annual Meeting
- Attend regular board meetings to record and write minutes
- Maintain board records including editing all open and closed minutes
- As Deputy Clerk, oversee and manage annual board elections including board canvassing, posting, oath of office, candidate packets and forms, etc.
- Update and maintain SCC Board Policies
- Assure compliance with Annual Notice requirements
- Provide clerical support to Superintendent
- Retain Notary Public commission
- Update and maintain SCC Employee Handbook
- Prepare reports, letters, and other documents using word processing and spreadsheet software.
- Build and maintain yearly Employee Management Plan
- Generate contracts for all regular employees, summer school, extra-curricular and committee positions.
- Oversee payroll monthly payroll process, changes, and transmit payroll at bank level
- Create all special payroll payments for each payroll and enter into accounting software
- Assist with yearly financial audit
- Calculate all staff leave of absences for payroll and leave time
- Track open positions, create postings and post as needed.
- Coordinate staff and board events
- Create 1202 Report and file with DPI
- Lead student membership counts (3rd Friday in September and 2nd Friday in January)
- Calculate summer school minutes and file report with DPI
- Assist Bus Garage Supervisor with DPI Transportation Report
- Complete and submit DPI Census Report
- Complete and submit DPI Calendar Report

- Assist with Worker's Comp audit
- Create Instructional Minutes spreadsheets and maintain hourly totals each year and report
- Assist with Civil Rights Data Collection report
- Maintain staff data base with CESA
- Maintain DPI Directory data base
- Manage WECAN job posting website
- Manage license requirements for all staff members
- Create yearly staff and student calendars for each building as well as Summer School calendar
- Assist admin team in creating yearly BLT and PBIS committees
- Maintain staff evaluation schedule and assist admin with reporting requirements
- Assist and maintain extra-curricular hiring schedules, contracts, and payroll payments
- Other duties as assigned.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Job Description Approved: October 17, 2019