

JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant - Deputy Superintendent	Superintendent's Office	Deputy Superintendent

<b>Position No:</b> 63090	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N15	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/10/15; 2/15/24

JOB GOAL
This is difficult, specialized and responsible work involving the consistent exercise of discretion and independent judgement in its performance. Work requires a confidential capacity to assist and support managerial employees and school board members.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent with advanced business courses. Bachelor's Degree preferred.</li> <li>2. A minimum of five (5) years experience in complex administrative support with at least two (2) of those years in education.</li> <li>3. Experience and demonstrated knowledge of the operation, function and scope of various school system departmental offices, with ability to communicate with administrators, school board members, system staff and the general public.</li> <li>4. Proficient in computer technology. Adept in office management practices and procedures.</li> <li>5. Capable of making decisions acknowledging established procedures and practices and handles routine administrative details independently.</li> <li>6. Exceptional oral, writing, proofreading, and editing skills with the ability to translate technical or complex subjects for general audiences.</li> <li>7. Ability to maintain a professional demeanor during stressful and highly visible situations.</li> <li>8. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To act as a liaison between the Deputy Superintendent, board members, senior staff, principals, teachers, parents, and community members. Refer requests to appropriate office, department, or personnel. Establish all appointments for the Deputy Superintendent.</li> <li>2. To provide presentations on various topics to both internal and external stakeholders, including community partners, business partners, and supporting agencies.</li> <li>3. To manage the operations of the Deputy Superintendent's office, relieving him or her of office practices and operational matters.</li> <li>4. To make arrangements for meetings including space, time and place; informs participants of topics to be discussed and provides background information if necessary. Schedules all appointments for the Deputy Superintendent.</li> <li>5. To independently respond to requests for information, compose written correspondence and compile research materials.</li> <li>6. To process all requests for leaves, reasons for absence, and travel reimbursement requests from assistant superintendents &amp; specified executive directors, verifying the accuracy of requests, mileage, hotel receipts, and travel expenses prior to submission for Superintendent's signature. Disseminate signed documents to the appropriate persons or departments.</li> <li>7. To prepare all purchase orders, warehouse requisitions, printing requisitions, and maintenance requests. Maintains inventory control and prepares property acquisition and disposal forms as necessary.</li> <li>8. To support the District Advisory Council. This includes the taking of minutes, agenda preparation, recording attendance, preparing meeting space and meeting invitations, and keeping complete membership records.</li> <li>9. To maintain files of contracts and/or agreements submitted for Board approval through the office of the Deputy Superintendent.</li> </ol>

10. To maintain payroll records for the Deputy Superintendent's office. Submits accurate information and correct forms to the office manager for payroll report.
11. To submit bills for payment for consultative services and documents accuracy of requests, verifying mileage, consultant fees, hotel receipts, and travel records.
12. To select, order, and maintain adequate office supplies and equipment. Maintains and monitors budgets for the Deputy Superintendent and monitors the budgets for School Improvement for every school in the district.
13. To receive incoming departmental and U.S. mail, open, evaluate, copy, and distribute as appropriate.
14. To handle telephone calls and requests for information. Screens parent/community complaints and/or concerns for referral to proper department. Handles routine requests for information independently.
15. To continually update skills with new techniques, learn the operation of new equipment and incorporate new technology services as they become available, such as ERIC Search.
16. To lend support to the Leadership Team as needed and provides assistance to the organization as required to ensure quality instruction for all learners in a caring and safe environment.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.
19. To perform other duties as assigned by the Deputy Superintendent.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.