



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant to the School Board	Superintendent's Office/Board Members	Superintendent/The School Board

<b>Position No:</b> 71091	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N15	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 5/27/98, 9/7/23

JOB GOAL
This is 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 the Superintendent, administrators and school board members.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent with advanced business courses.</li> <li>2. A minimum of five (5) years 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. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To collaborate with the superintendent and/or chairman in arranging and publishing the School Board agenda\legal ads for all public meetings; compile and verify all support documentation for release and distribution of the Board, superintendent, designated senior staff members, the media and community. Attend, record, and summarize Board action at all board meetings for the public record.</li> <li>2. To initiate all arrangements for board meetings, workshops, and hearings. Serve as liaison between board members and the superintendent\administrators\school community \media; independently respond to requests for information about meetings, policies, board members, school system, etc.</li> <li>3. To serve as custodian of the public record by maintaining complete and accurate minutes including support documentation, policies, and executed legal documents in accordance with Florida Statutes, State Board of Education Rules and School Board Policies. Provide notary public services for the district.</li> <li>4. To assist individual board members with appointments, preparation of correspondence, research, purchasing of supplies/equipment, travel/hotel arrangements, conference registration, parent/student inquiries and communication with constituency.</li> <li>5. To organize and prepare staff meeting agenda, attend staff meetings, summarize actions taken at board meetings and provide follow-up assistance as appropriate. Assist superintendent with preparation of correspondence, research and reports.</li> <li>6. To serve as the district's ADA contact person by arranging for any and all assistance requested by individuals with disabilities; maintain current updated list of interpreters, contracts for interpreter services, ensure proper documentation for reimbursement of services, utilize TDD device.</li> </ol>

7. To lend support to the Leadership Team as needed and provide assistance to the organization as required to ensure quality instruction for all learners in a caring and safe environment.
8. To maintain and update the Florida State Board Rules, School Board Policy Book and Procedures Manuel.
9. To coordinate duties and responsibilities with Executive Assistant to the Superintendent in order to maintain continuous support and coverage during any absence.
10. To perform assigned tasks in a timely and efficient manner.
11. To perform assigned tasks with a high standard of quality.

**PHYSICAL DEMAND CLASS:**

Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less.  
Infrequent walking and/or standing may be required.