



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant to the Superintendent	Superintendent's Office	Superintendent

Position No: 72090	Length of Work Year: 12 Months
Salary Schedule: N15	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 8/10/99; 10/5/20

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 administrators and school board members. Work situation involves administrative and supervisory responsibilities.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree with coursework in public relations, communication, education, or related field preferred. 2. A minimum of five (5) years experience in complex administrative support with at least two (2) of those years in education preferred. 3. Experience and demonstrated knowledge of the operation, function, and scope of various school system departmental offices, with the ability to communicate with administrators, school board members, system staff, and the general public. 4. Exceptional oral, writing, proofreading, and editing skills with the ability to translate technical or complex subjects for general audiences. 5. Adept in office management practices and procedures with a demonstrated knowledge of current and emerging technologies as applied to digital social media, marketing, advertising, and public and media relations. 6. Capable of making decisions acknowledging established procedures and practices and managing routine administrative details independently. 7. Ability to maintain a professional demeanor during stressful and highly visible situations. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To act as a liaison between the Superintendent, board members, senior staff, principals, teachers, parents, and community members. Refer requests to appropriate office, department, or personnel. Establish all appointments for the Superintendent. 2. To provide presentations on various topics to both internal and external stakeholders, including community partners, business partners, and supporting agencies. 3. To identify opportunities to leverage emerging and established web trends to inform and motivate key stakeholders, assist with developing and maintain new channels as agreed upon by senior leadership. 4. To work with the webmaster to ensure timely posting of relevant information and ensure the website meets the needs of both our internal and external stakeholders. 5. To process all requests for leaves, reasons for absence, and travel reimbursement requests from assistant superintendents & 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. 6. To arrange meetings for the Superintendent, including space, time, and place; inform participants of topics to be discussed and provide background information if necessary. 7. To compose memos, complete correspondence, and compile research materials as needed by the Superintendent. Transcribe dictation. Prepare purchase orders, warehouse requisitions, printing requisitions, and complete routine form requests. Select, order, and maintain adequate office supplies and equipment.

8. To perform positive public relations activities with department heads, school board members, city and county officials, school staff, parents, and the community.
9. To assist with the monthly meetings between the Teachers Advisory Council and the Superintendent and the Student Advisory Council and the Superintendent.
10. To receive all incoming inter-department and U.S. mail; open, evaluate, copy, and disseminate mail.
11. To handle all telephone calls and requests for information. Screen parent/community complaints and/or concerns for a referral to the proper department. Handle routine requests for information independently.
12. To direct, supervise, and evaluate the job performance of the Site Maintenance Foreman for the Superintendent's office.
13. To direct, supervise, and evaluate the job performance of the Secretary III assigned to the Superintendent's office.
14. To coordinate duties and responsibilities with the Executive Assistant to the School Board in order to maintain continuous support and coverage during any absence.
15. To handle annual contributions for the various fundraising activities.
16. 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.
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.

PHYSICAL DEMAND CLASS:

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.