



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant to Chief Operations Officer	Chief Operations	Chief Operations Officer

Position No: 72090	Length of Work Year: 12 month
Salary Schedule: N03	Date Approved: 3/13/24
FSLA: Non-exempt or Exempt	Date Revised:

JOB GOAL
This is difficult, specialized and responsible work involving the consistent exercise of discretion and independent judgment 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"> 1. High school diploma or equivalent with advanced business courses. 2. A minimum of five (5) years experience in complex administrative support with at least two (2) of those years in education. 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. 4. Proficient in computer technology. Adept in office management practices and procedures. 5. Capable of making decisions acknowledging established procedures and practices and handles routine administrative details independently. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To manage the operations of the Chief Operations Officer's office, relieving him or her of office practices and operational matters. 2. 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 Chief Operations Officer. 3. To serve as liaison for the Chief Operations Officer between board members, district staff, schools, media and community. 4. To independently respond to requests for information, compose written correspondence and compile research materials. 5. To receive all incoming inter-departmental and U.S. mail, open, evaluate, copy and disseminate mail. 6. To prepare purchase orders, direct payment requests, printing requests and requisitions for warehouse stock. Works closely with the purchasing and accounting department to facilitate payment in a timely fashion. Input and processes payroll. 7. To provide assistance with the preparation of School Board agendas items and related materials. 8. To monitor the submission of necessary records such as attendance and leave requests as assigned by the supervisor. 9. To arrange travel/hotel reservations and conference registration. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. 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. 13. To perform other duties as assigned by the supervisor.