

BELLEFONTE AREA SCHOOL DISTRICT
Position Description

Position Title:	DRAFT - Executive Assistant to the Superintendent	
Department:	Superintendent-Administrative Operational Services Staff Personnel	
Reports to:	Superintendent	
Approved by:	Board of Education	Date Approved:

ESSENTIAL FUNCTIONS:

This high-level 12-month support position requires experience in handling a wide range of executive support related tasks. Must work independently with little or no supervision, be exceedingly well-organized, flexible, and be able to work in an environment with frequent interruptions. Must be able to exercise sound judgment and discretion, and work under a high level of stress and changing priorities. The ability to interact positively and effectively with district personnel and the public is essential. This role must be proactive, resourceful and efficient, and display a high level of professionalism, customer service, and confidentiality. Expert level written and verbal communication skills, strong decision-making ability and attention to detail are equally important. Must be proficient in or possess the ability to learn various technology programs and platforms.

- Manage daily operations of the Superintendent's Office.
- Provide support to the Superintendent and the Board of School Directors, including coordination of a variety of high-level, confidential, and sensitive internal and external communications.
- Manage Superintendent's calendar, schedule meetings, coordinate conferences and travel arrangements.
- Act as primary liaison and gatekeeper for incoming communications (phone, mail, email, written, in-person) from internal and external stakeholders; be able to handle delicate situations with poise and discretion on behalf of the Superintendent.
- Report regularly to the Superintendent on any developments, emerging issues, or problems requiring the Superintendent's awareness or action.
- Research and organize requested information for the Superintendent's review.
- Assist the Superintendent with all materials/agendas that emanate from that office while maintaining complete confidentiality.
- Delegate responsibilities to other departments and personnel, as directed and when necessary.
- Develop and/or adapt and implement office procedures to ensure efficiency of the Superintendent's office.
- Maintain budget and enter purchase orders.
- Serve as recording secretary for Board of School Directors and attend all board meetings.
- Edit and update approved district policies.
- Serve as Health Trust Secretary and attend meetings

- Manage all Board meetings including scheduling, advertising, and agenda preparation. Work closely with members of the administrative team to ensure the timely delivery of meeting materials, ensuring deadlines are met and material is accurate. Attend meetings, take minutes, and utilize agenda management software to track motions and votes.
- Research and respond to questions or requests by staff or community members. Provide advice regarding parliamentary procedures to the Superintendent. Provide historical information related to school board agendas, official activities and decisions to the School Board and Superintendent.
- Handle other activities to support the Board, including, but not limited to work sessions, professional development initiatives, and outreach opportunities with the community.
- Manage Board records to ensure documents are retained according to the Pennsylvania Department of Education established protocols, procedures, and retention guidelines. Coordinate the appropriate handling of confidential files for the Superintendent.
- Manage events and meeting logistics. Coordinate catering for Board dinners, administrative retreats, breakfast and lunch meetings.
- Develop and maintain positive relationships with various internal and external stakeholders including faculty, staff, students, administrators, board members, legislators and the general public.
- Assist the Superintendent in the creation of presentations and develop oral/written communications for the Superintendent.
- Arrange for student teachers to be placed in the District.
- Provide administrative and logistical support for internal/external committees, units and/or councils which the superintendent participates in or leads.
- Liaison and coordinate information and/or activities with various professional associations.
- Assist with Right-to-Know requests as needed.
- File Statement of Financial Interest Forms for the Board of Directors and Administration.
- Perform other duties, as requested and assigned.

PROJECT MANAGEMENT:

- Assist the Superintendent with various projects.
- Research, organize, and edit project-related documents.
- Work independently to solve problems and complete projects.

SUPERVISORY RESPONSIBILITIES:

- **None**

EDUCATION/EXPERIENCE

- Minimum: Associate's Degree
- 5+ years of experience as an administrative assistant or an equivalent combination of education and experience.
- Preferred: Additional experience in central office, higher education, or private industry.

CERTIFICATES, LICENCES, REGISTRATIONS:

- Must possess all required background clearances

LANGUAGE SKILLS:

- Ability to effectively communicate with school administration, faculty, staff, and the general public.
- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, state and government regulations.
- Excellent ability to write reports, business correspondence, and procedures manuals.
- Ability to effectively present information using a variety of mediums and respond to questions from groups of administrators, staff, parents, and the general public.

COMPUTER/TECHNOLOGY SKILLS:

- Fluent in Google Workplace or Microsoft Suite.
- Ability to leverage AI tools to enhance office productivity.
- Ability to learn other platforms as needed.

REASONING ABILITIES:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- Good moral character
- Ability to take initiative
- Ability to work both autonomously and to collaborate within a team
- Effective communication skills
- Effective customer service approach
- Effective organizational skills
- High standards of quality, integrity, and confidentiality
- Skill in detail and accuracy
- Ability to learn district platforms

PHYSICAL DEMANDS:

- The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and depth perception.
- Employees are subject to inside and outside environmental conditions as well as physical hazards. Employees are continuously responsible for safety, well-being, or work output of other people.

- Requires use of both hands for repetitive motion (typing).
- Typical office environment with ability to sit 80% of the workday.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment is generally moderate to loud.

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