



Job Description

Job Title: Executive Administrative Assistant
Department: Administration
Reports To: Superintendent of Schools
FLSA Status: Nonexempt

General Statement of Duties

The fundamental reason this classification exists is to perform secretarial assignments or a series of clerical and secretarial tasks. The Executive Administrative Assistant is responsible for the management of clerical functions in the Superintendent's office.

Essential Duties and Responsibilities

- Strive to support the district's mission, instructional goals, and objectives.

Secretarial Duties

- Serve as an office receptionist. Welcome visitors, determine nature of business and direct appropriately, direct communication traffic by answering and forwarding incoming telephone calls and taking and delivering messages. Answer questions about district and provide callers with applicable information.
- Perform clerical duties as needed, such as filing, photocopying, faxing, and collating.
- Assist in the composition of routine correspondence.
- Receive, sort, and route incoming mail. Prepare outgoing mail.
- Maintain various records and prepare standard reports from such records. Verify records and documents, checking for clerical and mathematical accuracy and completeness. Process for further action as required.
- Collect various data and enter into appropriate computer program. Prepare and distribute reports to applicable personnel.
- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work directly with highly sensitive personnel and student information. Maintain confidentiality of work-related information.
- Perform duties in a manner consistent with district policies, programs, and procedures, and in compliance with safety standards.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Executive Administrative Assistant Duties

- Manage Superintendent's calendar and schedule appointments.
- Record all money and checks received in the mail designated for the Business Manager.
- Assist Superintendent in all correspondence.
- Attend school board meetings in order to record the minutes. Maintain an index file of school board minutes.
- Oversee enrollment and attendance reports at specified dates: official fall enrollment date, end of each quarter, and at SIMS report deadlines. Submit and/or process district student data reports.
- Prepare staff and salary information to Business Manager and Superintendent for budget projections.
- Assist Superintendent with annual Personnel/Accreditation Report.
- Assist Business Manager in preparation of Annual Staff Compensation Survey.
- Prepare reports such as, but not limited to, Civil Rights report and Equal Employment Opportunity.
- Prepare contracts for district personnel.
- Prepare staff rosters and directory.
- Maintain personnel files of district personnel including, but not limited to: teacher evaluations, contracts, years of employment, and background checks.
- Maintain and file active teacher certificates.
- List all job announcements in appropriate placement centers and district offices. Process all applicant materials.
- Maintain district substitute teacher applications and files.
- Maintain Public-School Exemption requests.
- Maintain and update School Board Policy handbook.
- Maintain and update all district staff handbooks.
- Maintain and update MEA Negotiated Agreement.
- Maintain communication concerning legislative issues and relay information to Superintendent.
- Maintain and process district Open Enrollment applications.
- Assist with the school board recognition/retirement banquet, as needed.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- High school diploma or general education degree (GED).
- Three (3) years related experience and/or training in varied clerical and computer experience; an equivalent combination of education and experience may be acceptable to the hiring authority

Skills and Abilities

- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks which come up simultaneously or unexpectedly.
- Work well with colleagues, public entities, educational professionals, etc.
- Possess an excellent command of language skills and abilities.
- Write detailed correspondence and prepare extensive reports.
- Possess an excellent command of computer knowledge and skills.
- Present information effectively in one-on-one and small group situations to students, citizens, and other employees of the organization.
- Possess a basic command of business math knowledge and skills.
- Carry out instructions furnished in written, verbal, or diagram form.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Certificates, Tests, and Examinations

- Evidence that a criminal record background check has been conducted in accordance with South Dakota Codified Law.
- Successful competition in written tests and/or oral interviews.
- Other such examinations as deemed necessary by the district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions 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 sit; use hands to finger, handle, or feel; reach with hands and arms; and to communicate.
- The employee is regularly required to stand and walk; and occasionally climb or balance, stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.
- The employee is subject to work overtime, with approval of the superintendent, if a situation arises which requires immediate attention.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the superintendent in accordance with the provisions of the School Board Policy GDN.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.