



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Executive Assistant to the Superintendent of Schools

POSITION SPECIFICATIONS

REPORTS TO

Superintendent

PRIMARY FUNCTION

The Executive Assistant to the Superintendent of Schools provides administrative and secretarial assistance of a confidential, complex, and responsible nature, coordinates the activities of the Superintendent's office including scheduling, planning and monitoring district projects and answering correspondence, and acts as the liaison with all levels of the organization and the public. The Executive Assistant serves the needs of visitors to the Superintendent's Office, assists in the communication of the Superintendent's issues, and coordinates the Superintendent's role in recognition ceremonies, public events and other related activities. The Executive Assistant also contributes to the achievement of the district's mission and vision, and communicates regularly and clearly with all members of the Superintendent's Senior Leadership team, staff members of central office, and school-level administrators and administrative assistants.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Valid driver's license

EDUCATION

- Bachelor's degree and three years of increasingly responsible administrative and/or supervisory experience, or Associate's Degree and five or more years of increasingly responsible administrative and/or supervisory experience

EXPERIENCE

- Experience managing complex office environments and/or supporting executive-level professionals

SKILLS, KNOWLEDGE & ABILITIES

- Ability to coordinate work with others
- Ability to maintain highest levels of courtesy and professionalism during challenging/stressful matters
- Must be able to maintain strict confidentiality and a high level of integrity
- Ability to describe work orally or in writing, as needed
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work
- Ability to work independently with minimal supervisory direction
- Proficient with Microsoft Office and Teams, and Google Workspace
- Ability to follow and apply federal and state laws and statutes
- Ability to type with speed and accuracy
- Ability to take and transcribe minutes of meetings and to prepare reports
- Ability to establish and maintain complex files and records systems
- Ability to simultaneously manage multiple complex projects and tasks
- Written and oral proficiency in Spanish strongly preferred
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods

- Must be able to push, pull or lift at least 15 pounds

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Receives oral or written instruction from the Superintendent
- Plans and organizes work according to office or standard procedures
- Establishes priorities within work assignment
- Coordinates the activities of the Superintendent's Office including scheduling, planning and monitoring district projects
- Provides support to the Superintendent related to state and national offices and activities
- Prepares regular reports
- Coordinates and facilitates recognition events for staff and others
- Assures compliance with State Department of Education requirements
- Drafts correspondence necessary to carry out duties
- Organizes, tracks, and monitors items proposed for the Board of Education agenda, including sub-committees
- Attends, take minutes, and helps to organize meetings of the Superintendent's Senior Leadership team
- Independently composes letters and reports, including Board of Education activities
- Prepares materials for meetings and conferences
- Screens incoming correspondence or calls, and refers to appropriate staff members
- Compiles and coordinates data for action by the Superintendent
- Performs special assignments, studies, and other administrative functions as directed
- Prepares confidential materials as required by the Superintendent
- Seeks or responds to requests for information from/for school systems, state, federal, and professional organizations
- Develops forms and procedures as necessary

ADDITIONAL DUTIES

Performs other related tasks assigned by the Superintendent

EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

TRAVEL REQUIREMENTS

Limited travel to schools may be required

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Salary and benefits aligned with Local 818 contract, Grade 2
- Non-exempt position

WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week and overtime as needed
- Ability to work flexible hours a must
- Must be available by phone to the Superintendent beyond regular work hours to support emergency needs

UNION AFFILIATION

Not applicable

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.

REVISED: 03/2025 TG
PERSONNEL REVIEW: 03/24/2025
BOARD APPROVED: 04/07/2025