



JOB DESCRIPTION

NEW

TITLE: EXECUTIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS

QUALIFICATIONS:

- High School Diploma and/or GED equivalent.
- Postsecondary education.
- Knowledge and demonstrated performance in computer skills, typing, office organization, bookkeeping and record keeping.
- Experience in responsible secretarial position.
- Ability to follow and successfully complete both oral and written directions.
- Productive relationship building skills with students, staff, parents and community.
- Ability to think clearly and calculate accurately.
- Possess sound emotional judgement with the ability to work with people of various personality types.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Responsible, honest, tactful, able to maintain confidentiality, and be of good character.
- Ability to fluently speak, read, and write in English and Spanish (Preferred).
- Such alternatives to the above qualifications as the Board of Education may find necessary appropriate and acceptable.
- Notary public or application upon hire.
- Attend evening meetings as required.

JOB GOAL: To complete the details and written work and to coordinate the matters essential to the efficiency and effectiveness of the Assistant Superintendent of Finance and Operations.

REPORTS TO: Assistant Superintendent of Finance and Operations

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Presents self with customer-friendly attitude to the public.
- Responsible for secretarial duties to the Assistant Superintendent of Finance and Operations.
- Maintains confidentiality on all district personnel and other matters.
- Supports the Assistant Superintendent of Finance and Operations in various routine matters as designated.

- Prepares outgoing correspondence from the Business Office.
- Reads, distributes and prioritizes incoming correspondence.
- Answers phone calls, takes and relays messages in a timely manner.
- Handles all student and financial records and reports with the strictest confidentiality.
- Prepares and manages database for State reporting and submits regular State reports.
- Coordinates travel arrangements/reservation for Assistant Superintendent of Finance and Operations.
- Prepares office purchase orders, maintains budget, and maintains office files.
- Manages budget line items for the Business Office.
- Attends workshops and training.
- Organizes and assists with staff development for Assistant Superintendent of Finance and Operations.
- Attends and assists with organizing community engagement events as directed by the Assistant Superintendent of Finance and Operations.
- Serves recording secretary for union negotiation sessions, as needed.
- Serves as backup to the School Board Secretary.
- Assists the Assistant Superintendent of Finance and Operations in review of departmental salary information.
- Assists in other areas as needed.
- Secures Business Office at the end of day.
- Completes State and Federal forms, reports, and filings as required.
- Maintains positive relationships with faculty, staff, students, consultants, bankers, and vendors.
- Performs those duties and tasks as may be appropriate for the smooth and efficient operation of the district.
- Other duties as assigned by supervisor.

TECHNICAL

SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL

REQUIREMENTS:

The physical 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 sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

WORK

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The

noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL

REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

OTHER SKILLS

AND ABILITIES: Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

ADDITIONAL

DUTIES: Performs other related tasks and/or duties as assigned by the administration.

COMMITTEE

ASSIGNMENTS: *TBD*

TERMS OF

EMPLOYMENT: 12 months.

SALARY:

Commensurate with education, experience and Spanish language proficiency skills.

**APPROVED BY
THE BOARD OF
EDUCATION:**

FLSA STATUS:

Non-Exempt

PERFORMANCE

EVALUATION: Performance will be evaluated pursuant to Board policy.