



# Executive Assistant

**Reports to:**

Executive Directors, Regional  
Superintendents

**Structure/Grade:**

Unified 116

**Division:**

Central Office Divisions

**Workdays:**

246 Days

## Position Summary

Perform routine and non-routine tasks to provide comprehensive administrative support to the department, coordinating office functions, managing schedules, and handling communications to ensure efficient operations. Provide support with payroll, travel arrangements, and budgeting, and serve as a liaison to schools, staff, and community members. Perform duties with moderate to little supervision as an experienced-level individual contributor.

## Essential Job Duties

- Manage and maintain various documents and records with a focus on accuracy and confidentiality, including personnel/position-related paperwork such as attendance, payroll records, duty assignments, leave requests, and monthly travel reimbursements.
- Provide exceptional customer service by addressing concerns and complaints effectively and communicating with internal and external contacts on behalf of the supervisor to ensure stakeholder satisfaction.
- Oversee financial activities, including monitoring the budget, managing spending for supplies and equipment, executing purchase orders, and ensuring timely payment of purchases in accordance with school system guidelines.
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors, prepare meeting agendas, record minutes at meetings, and ensure physical settings are prepared for meetings.
- Assist office administration by maintaining efficient operations, conducting research, and compiling data.
- Collaborate with team members across departments to facilitate communication and project completion.
- Create drafts of correspondence for a supervisor.
- Maintain an efficient, organized filing system.
- Anticipate tasks that may be varied or complex while also being prepared to take on assignments as needed in order to support departmental goals effectively.
- Provide insight on process improvements and successful outcomes and make recommendations for solutions as appropriate.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with at least six (6) years of related experience required.
- Associate degree with 4 - 8 years of related experience preferred.

## Knowledge, Skills, and Abilities

- Knowledge of relevant organizational policies and procedures
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills



- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work independently on assignments and projects that are varied and may be complex
- Ability to anticipate tasks
- Ability to maintain confidentiality

#### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*