

Job Description

Title: Executive Assistant to Superintendent Office
Department: Office of the Superintendent
Reports to: Director of Communications/General Counsel
Classification: Level 12
Exempt Status: Non-Exempt

Job Summary:

The Executive Assistant provides high-level administrative and operational support to the Office of the Superintendent, including the superintendent, communications, and legal departments. Coordinates executive office functions, legal and policy administration, public records requests, district events, budgets, and school board support while ensuring efficient operations, regulatory compliance, and exceptional service to employees, the public and district stakeholders.

Duties and Responsibilities

- Provide daily administrative support to the superintendent, communications and legal departments (Office of the Superintendent), including scheduling, drafting correspondence, conducting research, assisting with document discovery and preparation of legal submissions and responses, coordinating with other departments, and responding to questions and concerns from employees and the public.
- Handle telephone calls and welcome visitors and respond to questions or concerns by providing answers or directing them to the proper person, department, or school.
- Support district legal counsel with updating, communicating, and publishing district policies, regulations, and procedures; update policies on the website and produce the annual Student Rights and Responsibilities Handbook.
- Document and maintain Standard Operating Procedures (SOP) for processes and projects within the department; provide assistance and support to school and department clerical staff in executing those processes.
- Oversee tracking and fulfillment of government records public data requests to the Office of the Superintendent, including gathering and preparing data for release and applying relevant redactions.
- Develop/maintain budgets, process purchase orders and p-card transactions for the Office of the Superintendent. Respond to requests for certificates of insurance.
- Oversee planning and execution of district-wide events for the Office of the Superintendent (e.g., awards events, all-staff picnic).
- Coordinate logistics and administration of school district elections.
- Serve as back-up to the Administrative Executive Assistant to the Superintendent and School Board, including preparation for and follow-up after School Board meetings, drafting minutes of School Board and executive cabinet meetings, maintaining regular communication with School Board members, and interacting with government offices and officials for scheduling and gathering information.
- Travel among district sites as needed (mileage reimbursement provided).
- Perform other related duties, as assigned, for the purpose of ensuring an efficient and effective Office of the Superintendent.

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Education and/or Experience:

- 2 years of post-secondary education, 4-year degree preferred or equivalent combination of education, training and/or experience will be considered
- Three years of experience in administrative support
- School district experience preferred
- Proficient with Microsoft Office and Google Suites
- Excellent verbal, written and interpersonal communication skills with customer service focus.
- Demonstrated experience and proficiency working with a culturally, ethnically, racially and socioeconomically diverse school community is preferred

Knowledge, Skills, and Abilities

- Ability to use technology and systems to enhance productivity with strong Excel, reporting and other computer software skills
- Ability to work independently as well as in a team environment
- Strong critical thinking and problem-solving skills
- Effective time management and prioritization skills
- Maintains confidentiality of employee data and all information obtained in the department
- Position requires flexibility and ability to undertake a variety of tasks, sometimes at the direction of more than one person
- Skilled in verbal and written communication to a diverse audience.
- Skilled in problem analysis, data collection, and problem-solving.
- Ability to use computer and relevant applications.
- Skilled in learning and using a variety of technology programs
- Outstanding planning, organizational, and project management skills
- Strong initiative with ability to work independently
- Ability to maintain a positive and professional attitude
- Effective oral and written communication skills
- Ability to maintain confidentiality
- Ability to prioritize and complete assignments from multiple sources in a timely manner
- Detail-oriented and ability to work well under deadlines and in stressful situations
- Excellent problem-solving skills
- Experience with purchase orders, budget reports, and reconciling statements preferred
- Excellent interpersonal skills, including conflict resolution and de-escalation abilities
- Experience using Microsoft Outlook, Infinite Campus, Finalsite, ParentSquare, mybudget file, and Skyward systems preferred
- Demonstrated experience and proficiency working with a cultural, ethnically, racially, and socioeconomically diverse school community preferred
- Experience providing administrative support for state or local elections and familiarity with election processes preferred

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Physical Demands

- Regularly required to sit; use hands to finger, handle or feel; talk and hear
- Occasionally required to walk; reach with hands and arms; and lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close and the ability to adjust focus.
- May be required to travel to individual school or off-site locations to conduct business related to the essential functions of the position.

Work Environment

- Most work is performed in an office or school building. Ability to travel to various district sites is required.

Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.