Durham Public Schools

Position Description

Position Title: Administrative Assistant
FLSA Status: Exempt
Reports To: Assistant Superintendent for Continuous Improvement and School Support
Contract: Permanent, Full-Time | 12 Months | Classified Salary Schedule

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Disclaimer

This job description is intended to describe the general nature and level of work performed by employees in this classification. It is not intended to be an exhaustive list of duties, responsibilities, or qualifications. Responsibilities may be modified or assigned by the Superintendent or Assistant Superintendent as district needs evolve.

Position Purpose

The Executive Administrative Assistant serves as the strategic "right hand" to the Assistant Superintendent. This is not a traditional clerical role; it requires a high-level partner to manage complex operations, ensure fiscal and legal compliance, and act as a critical liaison between leadership and stakeholders. The goal is to ensure that district priorities move from **alignment to execution** through disciplined coordination and professional discretion.

Core Responsibilities

Executive Strategy & Support

- **Calendar Alignment:** Strategically manage the Assistant Superintendent's schedule to ensure time is protected for district priorities and Board deadlines.
- **Communication Gatekeeping:** Screen and prioritize inquiries; draft high-stakes correspondence and Board memos with precision.
- **Meeting Momentum:** Track follow-up actions from Cabinet, Board, and Principal meetings to ensure decisions turn into documented progress.
- **Discretion:** Handle sensitive personnel matters, evaluations, and complaints with absolute confidentiality.

Fiscal & Compliance Oversight

- **Budget Management:** Reconcile departmental accounts and monitor balances to ensure every dollar is tracked and compliant.
- **Operations Processing:** Manage contracts, requisitions, and travel reimbursements with a focus on accuracy and procedural "lock-step."
- **Compliance Tracking:** Maintain rigorous documentation for state and federal audits, particularly for CISS-specific initiatives.

Operational Coordination

- **Cross-Functional Liaison:** Serve as a point of contact for Executive Directors, School Leaders, and Cabinet members.
- **Convening Logistics:** Lead the logistics for district-wide strategic sessions and principal convenings.
- **Institutional Continuity:** Maintain organized digital and physical systems so the department's "institutional memory" is accessible and clear.

Research & Project Management

- **Policy Analysis:** Research district policies and legal requirements to provide informed recommendations for decision-making.
- **Problem Resolution:** Evaluate complex stakeholder issues and resolve them independently when possible, escalating only the most critical matters.

Qualifications

- **Education:** High school diploma required; Associate's or Bachelor's degree highly preferred.
- **Experience:** 3–5 years of high-level executive support (K–12 or public sector experience is a major plus).
- **Technical Mastery:** Advanced proficiency in Google Workspace, Microsoft Office, and district-specific data systems.
- **Financial Literacy:** Proven experience tracking budgets and navigating financial workflows.

Knowledge, Skills & Abilities (KSAs)

- **Precision Writing:** Exceptional command of professional grammar, vocabulary, and reporting standards.
- **Sound Judgment:** The ability to remain calm and exercise "next-level" judgment in high-pressure or sensitive situations.
- **Organizational Mastery:** A natural ability to prioritize competing demands without losing track of the details.

Performance Indicators (The Measure of Impact)

Success in this role is defined by:

1. **Executive Protection:** The Assistant Superintendent's time is focused on top-tier strategic priorities.
2. **Zero-Defect Compliance:** No missed deadlines for state/federal reporting or Board documentation.
3. **Operational Coherence:** Departmental initiatives move forward predictably with minimal prompting.
4. **Professional Presence:** Stakeholders feel heard, supported, and handled with professionalism.