

POSITION DESCRIPTION
Executive Assistant

SECTION I: GENERAL INFORMATION

Position Title: Executive Assistant	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: Director of Advancing Equity	FLSA Status Non-Exempt
Pay Grade Assignment: Exhibit A in Clerical CBA, EAS Step 1	Bargaining Unit: Clerical Local 692
General Summary of Purpose of Job: Under administrative direction, initiates and coordinates clerical and secretarial functions in the implementation of administrative policies and procedures. Work responsibilities extend to providing administrative assistance and management support requiring a high degree of awareness, tact, creativity and initiative in directing and/or completing projects and resolving complex work problems or processes. Work responsibilities may extend to providing work to other support staff. Some work may extend into the evening for various meetings. This job class is distinguished as the highest level in the Office Support Specialist series this level, employees are responsible for highly complex staff support duties, including managing highly sensitive confidential information. Work is accomplished by directing and/or requiring the assistance of other support staff. The scope and complexity of this level deals with diverse work activities that require an extensive knowledge and understanding of school district operations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages internal operations of a high-ranking school official(s); provides leadership, work direction and daily oversight to ensure an efficient and timely flow of information and delivery of services.
2.	Plans, organizes, implements and oversees the preparation of secretarial/clerical work.
3.	Researches, compiles and analyzes data from a variety of sources.
4.	Independently drafts financial, statistical and narrative reports or other documents as required.
5.	Provides administrative support by researching questions, obtaining information, coordinating and disseminating information and following up on the progress and status of projects.
6.	Utilizes advanced software skills to prepare correspondence, complex reports, tables and forms; prepares, maintains and provides statistical information; writes memos, correspondence and reports.
7.	Manages various budgets; processes requisitions and payments.
8.	Attends and participates in meetings; provides agenda and minutes support as necessary. Some meetings occur in the evening.
9.	Performs related work as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum five (5) years of progressively responsible experience in advanced support staff, OR a combination of education and experience totaling six (6) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
• Minimum two (2) year college degree preferred. Related coursework preferred. • Experience in coordinating projects, logistics, and training events. • Experience in school district setting preferred.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • District policies, regulations, procedures and processes. • Applicable state and federal rules, regulations, policies and procedures. • Customer service principles and practices. • District budgeting and payroll systems. • Modern office methods, practices and procedures. • Booking practices and principles. • Advanced to expert level personal computer operations and software applications. Skills • Planning, organizing and setting work priorities and working independently without immediate supervision. • Meeting predetermined deadlines and utilizing flexibility with work and priority shifts. • Gaining cooperation and conformance without authority. • Interpreting, explaining and applying written and oral instructions, procedures and regulations. • Communication skills, both orally and in writing. • Determining proprieties in the handling of unique and/or complex problems. • Promoting public relations and dealing tactfully and diplomatically with staff, students and the public. • Maintaining confidentiality with highly sensitive information, issues and situations. Abilities • Independently analyze, diagnose, and resolve complex administrative problems. • Maintain the highest level of confidentiality and exercise discretion with sensitive information. • Proactively identify opportunities to improve and streamline processes. • Apply common sense understanding to carry out instructions furnished in written or oral form. • Develop and maintain effective working relationships.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		
General Environmental Conditions: Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.				
General Physical Conditions: Work can be generally characterized as: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Human Resources	Date
Job Classification History: Prepared by RL 05/2026 Board Approval: Reviewed/updated: Reviewed/updated:	