

POSITION DESCRIPTION - Executive Assistant

Reports to:

- Executive Director of Human Resources
- Executive Director of Community Learning & Ecosystem Development

Purpose:

Provide high-level executive administrative support to the Executive Director of Human Resources and the Executive Director of Community Learning & Ecosystem Development, while independently coordinating and overseeing the district's Workers' Compensation program. This role ensures efficient operations through strong organization, communication, compliance support, and customer service, while managing sensitive information with discretion and professionalism.

The position also plays a key role in supporting Human Resources budget development, tracking, and monitoring, ensuring fiscal accuracy, alignment with district priorities, and timely reporting.

Work Allocation Model (Estimated)

To ensure clarity of priorities and effective workload management, the following allocation model guides the distribution of responsibilities:

- **80% – Human Resources (Primary Assignment)**
 - Executive support to HR leadership
 - Workers' Compensation program administration
 - HR budget development, monitoring, and financial coordination
 - HR operations, staffing, and compliance support
 - Legal coordination related to HR matters
- **20% – Community Learning & Ecosystem Development**
 - Executive support to Community Learning leadership
 - Coordination of events, meetings, and initiatives
 - Administrative support for ecosystem development and external engagement

Note: Allocation may flex based on seasonal workload demands (e.g., hiring cycles, budget development, program launches).

Primary Customers:

- **Internal:** All district employees, administrators, cabinet leadership, Human Resources team members
- **External:** Applicants, vendors, insurance carriers, legal partners, community organizations & adult learners, and state agencies

Position Qualifications

Education/Certification

- Associate's degree required; Bachelor's degree in Human Resources, Business Administration, or related field preferred
- Workers' Compensation certification or willingness to obtain preferred

Experience

- 3–5 years of executive administrative support experience, preferably in Human Resources, school district administration, or the public sector
- Experience managing confidential information and complex workflows
- Experience supporting budget tracking, financial processes, or fiscal reporting preferred
- Experience coordinating claims, records, compliance, or risk management processes preferred
- Experience with group planning, event planning or new initiative planning preferred

Qualifications

- Exceptional organizational and time management skills
- Strong written, verbal, and interpersonal communication skills
- High level of discretion and professionalism with confidential information
- Strong customer service orientation
- Ability to prioritize multiple competing demands in a fast-paced environment
- Proficiency in HRIS systems, financial systems, Microsoft Office, and data tracking tools
- Ability to interpret procedures, contracts, and regulatory requirements
- Strong attention to detail and follow-through
- Ability to work independently while supporting multiple leaders and priorities

All positions are designed to support the mission of Eden Prairie Schools: **Inspiring Each Student Every Day.**

Essential Responsibilities

1. Executive Administrative Support (Cabinet-Level)

Provide high-level administrative support across multiple executive leaders, ensuring alignment, efficiency, and coordination.

- Manage complex calendars, scheduling, and meeting logistics for supported leaders
- Coordinate and prepare materials for cabinet meetings, school board presentations, and strategic initiatives
- Draft, edit, format, and distribute correspondence, reports, and presentations
- Track deadlines, priorities, and follow-up actions across multiple leaders and initiatives
- Coordinate travel, meetings, events, and department logistics
- Maintain organized and accessible electronic and physical files
- Serve as a liaison between executive leadership and internal/external stakeholders
- Support preparation of agendas, briefing materials, and follow-up communication

Result: Executive leaders are supported with coordinated, proactive, and high-quality administrative systems that enable strategic focus and alignment.

2. Workers' Compensation Program Administration

Coordinate and oversee all aspects of the district's Workers' Compensation program.

- Serve as the primary point of contact for all Workers' Compensation claims
- Coordinate employee injury reporting, claim submission, and required follow-up documentation
- Communicate with employees, supervisors, medical providers, insurance carriers, third-party administrators, and legal counsel as needed
- Track claim status, timelines, restrictions, and return-to-work information
- Maintain accurate and confidential claim records and related documentation
- Ensure required reports are completed in compliance with applicable regulations, including OSHA-related reporting requirements
- Monitor claim activity and provide reports, updates, and trend information to Human Resources leadership
- Support training and communication to staff regarding Workers' Compensation reporting procedures and expectations
- Assist with identifying process improvements and risk reduction strategies related to employee injuries and claims management

Result: Workers' Compensation claims are managed efficiently, compliantly, and with strong communication and support for employees and supervisors.

3. HR Budget Development, Monitoring, and Financial Coordination

Provide direct support to the Executive Director of Human Resources in developing, tracking, and managing the Human Resources budget.

- Assist in the development of the annual Human Resources budget, including gathering data, preparing materials, and supporting projections
- Monitor budget expenditures and track spending across HR functions (staffing, benefits administration, contracted services, risk management, etc.)
- Reconcile budget reports and ensure accuracy of financial data in collaboration with Business Services
- Track and manage invoices, purchase orders, contracts, and payments related to HR operations
- Maintain budget tracking tools and dashboards to provide real-time visibility into spending
- Prepare budget summaries, reports, and supporting documentation for leadership and board review
- Support forecasting, scenario planning, and analysis of budget impacts related to staffing and HR initiatives
- Ensure alignment between HR expenditures and approved budget allocations
- Identify discrepancies and support resolution in collaboration with appropriate departments

Result: Human Resources budget processes are accurate, transparent, and well-managed, supporting strategic decision-making and fiscal responsibility.

4. HR Operations and Staffing Support

Provide administrative and operational support to staffing, hiring, and core Human Resources processes.

- Support hiring and onboarding processes, including scheduling interviews, coordinating candidate communication, and preparing materials
- Assist with maintaining employee records, contracts, personnel documents, and compliance files
- Support HRIS data entry, audits, reporting, and document management
- Assist with background check coordination, licensure documentation, and onboarding compliance processes
- Coordinate new employee orientation logistics, materials, and communication
- Support staffing-related workflows, including postings, approvals, tracking, and documentation
- Assist in preparing employment documents, personnel recommendations, and supporting materials for review and approval

- Provide administrative support for staffing and hiring cycles, including organizing applicant materials and maintaining process timelines

Result: Human Resources operations and staffing processes are accurate, timely, organized, and compliant with district requirements.

5. Legal Coordination & Confidential Correspondence

Coordinate administrative communication and documentation with district legal counsel.

- Serve as a point of coordination for communication between executive leadership and district legal counsel
- Prepare, organize, and transmit documents for legal review, including investigations, personnel matters, and claims-related materials
- Maintain confidential legal files, correspondence, and documentation in accordance with data practices requirements
- Track timelines, requests, and follow-up related to legal matters to ensure timely responses
- Assist in preparing draft correspondence, summaries, and supporting documentation for legal review (under direction of leadership)
- Ensure secure handling and transmission of sensitive and privileged information

Result: Legal communications are timely, organized, confidential, and well-coordinated, supporting effective and compliant decision-making.

6. Community Learning & Ecosystem Development Support

Provide administrative and coordination support to advance community learning initiatives and external partnerships.

- Support scheduling, logistics, and coordination for community partnership meetings and events
- Assist in preparing presentations, reports, and communication materials related to community learning initiatives
- Coordinate communication and documentation with internal departments and external partners (business, higher education, community organizations)
- Maintain organized records of partnerships, agreements, and related documentation
- Assist in tracking key initiatives, timelines, and deliverables related to ecosystem development work
- Support coordination of events, stakeholder engagement activities, and program logistics
- Provide administrative support for cross-departmental collaboration aligned with strategic initiatives

Result: Community learning initiatives and partnerships are supported through organized, responsive, and effective administrative coordination.

7. Communication and Customer Service

Serve as a key point of contact for Human Resources communication and service.

- Respond to employee, applicant, and community inquiries in a timely, professional, and customer-focused manner
- Provide general guidance on Human Resources processes and direct inquiries to the appropriate team member when needed
- Support the development of clear, consistent, and professional Human Resources communications
- Assist with communication related to hiring, onboarding, claims processes, and department operations

Result: Employees and applicants experience responsive, professional, and supportive service through the Human Resources office.

8. Compliance and Records Management

Support department compliance, records management, and documentation accuracy.

- Maintain personnel and program files in accordance with district procedures and legal requirements
- Support document retention, record accuracy, and audit readiness
- Assist with preparation of reports, summaries, and documentation for internal and external use
- Maintain forms, templates, and administrative procedures related to Human Resources operations
- Support updates to job descriptions, process documents, and department records as assigned

Result: Human Resources records, documents, and administrative systems are accurate, organized, compliant, and accessible.

9. Other Duties as Assigned

Standard Measures of Accomplishment

- Executive support is proactive, organized, and responsive across multiple leaders
- Workers' Compensation claims are managed accurately and in compliance
- Human Resources budget is effectively tracked, managed, and aligned to district priorities
- Human Resources processes and documentation are timely and error-free
- Legal correspondence and documentation are handled with accuracy and confidentiality

- Community learning initiatives are well-coordinated and supported
- Employees, applicants, and partners receive high-quality customer service
- Records, files, and reports are accurate and well-maintained
- Confidential information is handled with integrity and discretion

Terms of Employment

- 52 weeks/year; 260 days, Confidential Contract
- Hours and days of service are established by the school district and are subject to change based on district needs; a typical schedule would be 7:30 to 4:00, 8:00 to 4:30, or 8:30 to 5:00. Can be flexible based on the employee's needs.
- Work Schedule Expectations: This position may require occasional work outside of the standard workday, including evenings and weekends, to support meetings, events, or time-sensitive district initiatives. These occurrences are expected to be periodic and not routine. Overtime or compensatory time will be provided in accordance with district practices and applicable agreements.

Performance will be jointly informed by both Executive Directors