

TITLE: Executive Assistant to Assistant Superintendent**Page****1**

Employee Group: Executive Assistants**Reports to:** Assistant Superintendent**Supervises:** None**FLSA Status:** Exempt

JOB SUMMARY: The Executive Assistant operates with high autonomy to provide confidential executive support to the Assistant Superintendent. This position serves as a primary liaison for internal and external stakeholders, managing sensitive communications with discretion, diplomacy, and a high level of technical accuracy. Additionally, this position independently manages projects and budgets with a focus on precision and professional tact.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**Administrative and Executive Support**

1. Provides high-level administrative support and assistance to the Assistant Superintendent and/or other assigned leadership staff.
2. Receives incoming communication or memos on behalf of administrators and senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
3. Maintains appointment calendars and scheduling meetings. Reserves facilities for administrative meetings and events.
4. Utilizes various advanced digital tools to create complex district reports, District forms, and sensitive correspondence.
5. Converts notes into polished, executive-level communications while maintaining strict confidentiality.
6. Maintains delegated decision-making and signatory authority in the supervisor's absence, ensuring uninterrupted operations.
7. Serves as the primary point of contact for incoming calls, complaints, and reports. Systematically tracks and archives documentation, ensuring accurate record-keeping and timely notification of relevant administrators for follow-up.

Communication and Liaison Duties

8. Manages front-line crisis intervention and triage for the central office, providing real-time solutions for unresolved public concerns. Refers to protocols, policies, and procedures to resolve standard concerns independently while escalating complex matters to the appropriate leadership.
9. Facilitates communication for the Assistant Superintendent. Drafts professional correspondence on behalf of the Assistant Superintendent, ensuring all communications are articulated with clarity, precision, and a high degree of professionalism.
10. Collaborates with the Communications Director to manage the dissemination of district-wide mass notifications. Coordinates the delivery of critical updates and routine announcements to staff, families, community members, and students via established communication platforms.

TITLE: Executive Assistant to Assistant Superintendent**Page****2**

11. Interprets and explains district policies and programs to customers such as board members, school administrators, office managers, building staff, parents, community members, OSPI, professional and community associations, and other school districts.

Fiscal and Records Management

12. Monitors and reconciles designated budgets and grants. Processes budget expenditures, prepares purchase orders, and reviews contracts. Prepares and submits grant claims and contract invoices. Monitors receipts of materials and invoices.

13. Maintains an effective record keeping system. Determines retention and disposition of documents. Purges files in accordance with applicable laws.

14. Manages the logistics for hearings, claims, and appeals, including the preparation of evidence packets, scheduling of hearing officers, and legal notification of families.

15. Arranges travel and accommodations for Cabinet.

Project Management and Research

16. Develops and conducts various research projects. Determines information required for analysis.

17. Researches and compiles data from a wide variety of sources, including questionnaires. Analyzes, tabulates, and organizes data. Prepares summary reports.

18. Performs other special projects as assigned, including the planning, coordination and implementation of departmental activities or program components.

Other Essential Functions and Responsibilities

19. May recruit, interview, hire, and train other staff as assigned.

20. Oversees the planning and execution of district-wide recognition events.

21. Serves as a representative for various district committees.

22. Updates webpages with current handbooks, documents, schedules, and program information.

REQUIRED QUALIFICATIONS**Education and Experience:**

- High School Diploma or its equivalent; and,
- Three or more years of increasingly responsible administrative/executive experience.

Knowledge, Skills and Abilities:

Knowledge of general accounting practices and budget principles.

Knowledge of correct English grammar, spelling and punctuation.

Knowledge to perform basic math calculations, including fractions, percentages, and/or ratios.

Skill in composing clear and concise correspondence, memos, reports, and executive summaries.

Skill in analyzing budget data and identifying discrepancies.

Skill in independent research and synthesizing information.

Skill in utilizing scheduling, electronic mail, word processing, spreadsheet, database, and presentation software.

Skill in compiling data and presenting conclusions in a logical report format.

Skill in listening and providing an appropriate response.

TITLE: Executive Assistant to Assistant Superintendent**Page****3**

Ability to exercise good judgment and make independent decisions within scope of authority.

Ability to keep sensitive information confidential.

Ability to learn and interpret District policies and procedures.

Ability to operate a Windows-based computer and proficiently use MS Office Suite (Word, Excel and PowerPoint) and Google Suite (Gmail and Calendar).

Ability to utilize Google Drive and basic menu items (My Drive, Shared with Me, Recent).

Ability to quickly learn new software applications.

Ability to operate common office machines.

Ability to track detailed information and ensure completion of tasks.

Ability to work independently and establish work priorities with minimal supervision.

Ability to take notes and prepare comprehensive minutes and proofread documents.

Ability to maintain composure and effectiveness when meeting deadlines or working with difficult people.

Ability to create and maintain a comprehensive records management system.

Ability to communicate effectively with District staff and the general public using tact, courtesy, and diplomacy.

Ability to communicate effectively verbally and in writing, using appropriate business communication style.

Ability to speak publicly and lead meetings.

Ability to work collaboratively with others from diverse backgrounds and remain flexible to independently work with others in a wide variety of circumstances.

Ability to organize projects and strong problem solving skills.

Licenses/Special Requirements: None.

PREFERRED QUALIFICATIONS

- Previous experience in public employment, preferably in a school district setting is preferred.
- Bachelor's degree in Business Administration, Public Administration, or related field is preferred.
- Possession of (or ability to obtain) a Washington State Notary Public certification is preferred.

WORKING CONDITIONS

Office environment; requires visual concentration on details, dexterity and precision. Experiences frequent interruptions. Must meet frequent deadlines. Required to work evenings/weekends regularly to attend School Board meetings or other meetings/special events.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one

TITLE: Executive Assistant to Assistant Superintendent

Page

4

position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY

New: 05/01. Revised: 04/07, 04/17, 07/25, and 04/26 (Merged Elementary and Secondary jobs).