

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Executive Assistant to Superintendent
Department: Administration
Reports Directly To: Superintendent/CEO

Date: June 22, 2026
Prepared By: Dr. Michelle Keylon

Position Closing Date: Position open until filled

Job Group: X
Salary Range: *\$59,828 - **\$75,032

Exempt Certified
 Non-Exempt Grant Funded

Primary Function of Position: Provide high level of support to the Office of the Superintendent/CEO and the Deputy Superintendent/COO, managing all essential tasks as related.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

Board of Education

- Serve as Minute Clerk to the Board of Education; including: prepare regular and special agendas using Board software; posting of agendas in legal mandated timeframes, notification to county of all meetings and meeting changes as required by law, facilitate board meeting votes and items, prepare minutes from each meeting.
- Coordinate monthly contracts for board approval with Deputy Clerk, and gather needed information from District Staff who oversee contracts each month.
- Work with HR and Leadership on re-hire information for all staff. Ensure all staff are accounted for on the board agenda for re-hire each year.
- Obtain signatures of board approved agreements, and send to applicable parties. Also ensure fully executed agreements are obtained for all board items, and attach them to the district Board software.
- Assist Board Members in all registrations, travel, etc. for District business.
- Maintain board files in compliance with the Open Meeting Law.
- Obtain/maintain proof of board member credits for state auditing regulations. Work with board members to ensure credits are kept up to date per their legal obligation.
- Update/maintain Board Member Financial Disclosure forms.
- Attend OSSBA and other training as needed for Board Minute Clerk updates and duties.

Data & Data Systems

- Provide Districtwide Data for Superintendent and Administrators. Working with the Student Administrative Services Director, utilizing the District Student Information System, other reporting software, district dashboards, and Department of Career Tech CTIMs database.
- Assist in yearly student follow-up to include: Pre-follow up reporting for instructors, compiling summary data for Instructional Areas and Superintendent, and verifying accuracy of data from Oklahoma Department of Career Tech.
- Compile and update Capacity Documents for Superintendent and Instructional areas. Working with Student Administrative Services Director to ensure capacities are accurate in Student Information System for reporting purposes.

Scheduling

- Scheduling of Superintendent Activities and Meetings. Including working with large numbers of participants and their schedules.
- Schedule and maintain Superintendent's calendar, communicating any changes or conflicts that arise.
- Book all meetings in district scheduling software.

Administrative

- Coordinate and assist in special projects that require a cooperative team effort between in-house, local, and state departments, business and industry, government officials, and the Office of the Superintendent.
- Keep the "All District" and "Instructional" sites on FT Connect up-to-date with applicable events, files, links and other items as needed. Serve as Content Manager for these sites. Work with FT Connect Program Manager as needed, and serve on the FT Connect Governance Board.
- Work with District Staff to coordinate activities requested by Superintendent.
- Compile and/or Publish notes/minutes for District Leadership Meetings, Instructional Director Meetings, STARR Lunches, and Superintendent Student Advisory Meetings. Assign action items to applicable staff and remind of deadlines as needed.
- Work with the budget for the Office of Superintendent in determining budget needs to decrease/increase; prepare each new fiscal year budget summary for finance; prepare purchase requisitions for renewal of institutional memberships, and other entities for the Office of the Superintendent.
- Obtain payment approval of purchase order items and submit to finance as received.
- Assist Deputy Superintendent as needed for district tasks.
- Serve on district committees as needed.
- Maintain Notary Public status.
- Work with Superintendent on any Open Records Requests.

Events

- Work with Event Services, and OkACTE Staff to host Annual Superintendent's State Meeting, and Superintendent Retiree Lunch; as well as the Summit Retiree Lunch when conference is held in the OKC Metro.
- Coordinate New Employee Lunch meetings each month, and make sure all new staff have an assigned date.
- Coordinate Superintendent's Student Advisory Council each month, and work with Instructional Directors on attendees and head counts.
- Coordinate food for Superintendent's Student Advisory Council, and New Employee Lunches, as well as any other food or meal needs for Superintendent.

Other

- Ability to be present on the job as described under working conditions and contract details.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Minimum of Associate Degree with seven years of job-related experience.
- Complete dependability in handling confidential and sensitive information.
- Must be highly organized with ability to work independently with minimal supervision.
- Ability to multi-task and be detail oriented with strong analytical and quantitative skills.
- Must be able to exercise good judgment and decision-making ability and be able to prioritize conflicting needs and have a strong sense of urgency when performing tasks.
- Skilled in use of computers and software programs (Word, Excel, Power Point); and the ability to learn new software programs as needed to perform duties; and maintain up to date knowledge of all systems used in position.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Moderate physical or visual effort is required. Extensive communication with local district school personnel, Board of Education, Oklahoma Department of Career-Tech officials, State Department of Education officials, fellow employees, students and parents. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, personnel position reports directly to the Superintendent/CEO.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$500, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

** *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

Equal Opportunity E-Verify Employer