

Gratiot Isabella RESD Position Description

Position Title:	Executive Assistant
Department:	Administration
Reports To:	GIRESD Superintendent

JOB SUMMARY:

The Executive Assistant to the Superintendent provides high-level administrative support to ensure the efficient operation of the Superintendent's office. This position requires strong organizational skills, discretion, attention to detail, and the ability to manage multiple responsibilities in a fast-paced environment. The Executive Assistant serves as a primary point of contact for the Superintendent, staff, Board of Education, and community partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Superintendent, including calendar management, scheduling, correspondence, and document preparation.
- Manage WillSub functions, including substitute coordination and system updates.
- Prepare and distribute staff communications, including updates related to Community Health Magazine, Thrillshare, and other district-wide communications platforms.
- Attend and provide administrative support at Board of Education meetings, including agenda preparation, minutes, and follow-up actions.
- Oversee and conduct employee fingerprinting in compliance with district and state requirements.
- Maintain accurate records, files, and reports to support district operations.
- Assist with planning/preparation of Annual Leadership Retreat and GIRESD Opening Day
- Manage/monitor employee recognition program
- Participate with Associate Superintendent of CTE to help with LINKS program (German Exchange program)
- Handle confidential information with professionalism and discretion.
- Serve as a liaison between the Superintendent's office and internal/external stakeholders.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Associate's degree in Business Administration, Office Management, or related field required; Bachelor's degree preferred. Minimum of 3 years' administrative support experience, preferably in a school district or educational environment. Strong written and verbal communication skills. Proficiency in Microsoft Office Suite, Google Workspace, and relevant district software (WillSub, Thrillshare, payroll systems). Ability to work independently, prioritize tasks, and meet deadlines. Exceptional organizational skills and attention to detail. Ability to maintain confidentiality and demonstrate professionalism at all times.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Leadership skills to effectively direct and support RESD and constituent district staff within areas of responsibilities.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The expectation of positioning the District to be indispensable to its constituents.

OTHER SKILLS and ABILITIES:

Ability to use a personal computer with database, spreadsheet and word-processing software. Knowledge of or ability to learn personnel legal terminology and insurance terminology. Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.