

HIGHLINE PUBLIC SCHOOLS Job Description

JOB TITLE: EXECUTIVE ASSISTANT to Executive Directors of Teaching, Learning and Leadership

GROUP: Executive Assistant (Non-represented)

LEVEL: Exec Assist I

FLSA STATUS: Non-exempt

WORK DAYS PER FISCAL YEAR: 246

HOLIDAYS: 14

SUMMARY: This position provides secretarial support to the Executive Directors for Teaching and Learning. Responsibilities include typing a variety of correspondence and reports, answering and placing telephone calls, making travel and meeting arrangements, and processing forms for division staff.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers a multi-line telephone system; screens calls; provides information and/or answers questions. Directs calls to appropriate staff member; records messages. Schedules appointments for supervisor. Greets and assists office visitors. Promotes positive public relations.
- Provides secretarial support to Executive Directors. Formats, types and edits correspondence, memoranda and reports including confidential materials from handwritten drafts or dictation. Duplicates and distributes typewritten copy.
- Maintains office files; researches files to provide information; receives, sorts, and distributes mail; prepares outgoing items for mailing.
- Acts as a liaison between supervisor and division staff, parents and others. Communicates requests and issues; facilitates required contacts with supervisor; provides assistance not requiring supervisory intervention as needed.
- Prepares materials requisitions, extra service pay assignments, requests for warrants, mileage cards, transmittal forms, personnel requisitions, and travel requests for division; routes forms for processing.
- Prepares time sheets for the Curriculum and Instruction division and Highline service area administrators; submits time sheets to Accounting Department for payroll processing.
- Compiles data for local, state, national and Board reports.

JOB DESCRIPTION: EXECUTIVE ASSISTANT to Executive Directors of Teaching, Learning and Leadership

- Schedules mid-year and annual evaluation conferences with executive directors and direct reports. Arranges meeting facilities, advises participants, and prepares agendas and minutes. Types confidential staff evaluations.
- Responds to questions and requests for information from other secretaries and administrators, parents, and teachers; attends citizen/staff committee meetings to record minutes.
- Makes arrangements for conferences and workshops; registers participants.
- Serves as time keeper for division employees.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school graduation or equivalent

Five years of increasingly responsible secretarial experience including dealing with public

PREFERRED QUALIFICATIONS:

Advanced technical training in secretarial procedures

K-12 public school district secretarial experience

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid WA State driver's license and proof of insurance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Secretarial practices and procedures

Correct grammar, spelling and English usage

Budget preparation

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Train and provide work direction to classified clerical staff

Operate a microcomputer and related software effectively, including Excel/MS Office

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Work collaboratively with school and central office administrators, parents, and community members

Demonstrate keyboarding skills

Operate general office equipment

Remain flexible to changes in assignments or situations

Organize activities, set priorities, and follow instructions

Transcribe machine dictation

Set up and maintain an accurate filing system

Attend to detail and follow tasks through to completion

Work effectively under pressure

Maintain excellent attendance record

Work independently with minimal supervision

JOB DESCRIPTION: EXECUTIVE ASSISTANT to Executive Directors of Teaching, Learning and Leadership

Maintain strict confidentiality

Represent the Executive Director and the district in a positive manner to callers and office visitors

Ability to establish and maintain effective working relationships with staff, parents and the general public

Keyboarding skill at 60 words per minute with accuracy

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Executive Director in Teaching, Learning and Leadership Department

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, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule. Must obtain telephone coverage to leave work area.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.02.29

Revised Condition of Employment section, 2022.01.04

Created by Human Resources with input from Exec Dir Inclusive Educ using Exec Dir I for ILED as template, 2018.06.19

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166