

JOB TITLE: EXECUTIVE ASSISTANT I

GROUP: Executive Assistants (Non-represented)

LEVEL: Exec Assist I

FLSA STATUS: Non-exempt

WORK DAYS PER FISCAL YEAR: 246 **HOLIDAYS:** 14

SUMMARY: This position provides confidential administrative assistance to a department and Executive Director(s).

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.

Confidential Administrative Support

- Maintains strict confidentiality of all information concerning legal issues (e.g. negotiations, investigations, complaints, etc.), personnel matters and other matters of a sensitive nature.
- Answers a multi-line telephone system, screens and directs calls to appropriate staff, provides back-up telephone coverage as needed; promotes positive public relations.
- Acts as liaison for supervisor and district staff, community members and other stakeholders, including: maintaining supervisor(s) appointment calendar, scheduling appointments with stakeholders, taking and relaying messages, and sending 'on behalf of' as directed.
- Track ongoing and pending items; keeping supervisor informed of item deadlines and status.
- Track and coordinate annual task deadlines including but not limited to: mid-year and annual evaluations for all supervisor direct reports, BAR/Board deadlines, etc.
- Assists with preparation and logistics of meetings, arranges meeting facilities, advises participants, and prepares agendas and minutes.
- Creates, formats, proofreads, edits, and types correspondence, memoranda, reports, presentations including confidential materials, from dictation or handwritten notes; duplicated and distributes typewritten copy.

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- Disseminate communications within department and on behalf of department leadership; includes print and digital media (i.e. website and intranet updates); reviews and supports internal district communications (e.g. Leadership Briefs, Friday Board Packets, organizational chart(s) for department, and emails for distribution lists.
- Compiles and track data and documentation for department, local, state, national and Board reporting; including management of timelines and deadlines for submission.
- Conducts research to provide information and historical context; receives, sorts and distributes supervisor(s) mail including preparation for outgoing items.
- Provides secretarial assistance for committees within director's area of responsibility.
- Provides coverage for administrative duties of other Executive Assistants, as needed.

Budgetary Support

- Prepares and processes materials requisitions, monthly proclamations, consultant contracts, extra service contracts, invoices, reimbursement requests, contracts, personnel requisitions and travel requests; routes forms for processing and reconciles department's issued P-card(s).
- Monitors and maintains files and databases of department budget and accounting records.

Departmental Support

- Acts as liaison between supervisor and district staff, the community, various municipalities, government agencies, state and federal departments and others. Communicates requests and issues; facilitates required contacts with supervisor; provides assistance not requiring supervisory intervention as needed.
- Makes arrangements for travel, conferences and workshops; registers participants.
- Prepares timesheets/timecards, extra services contracts and stipends for department staff; submits to payroll for processing.
- Manage business functions related to department personnel, including timecard, requisitions, strategic staffing processes, employee change notices, etc., serve as time keeper for department employees.
- Prepares policies, procedures, resolutions and action items for Board approval at the direction of supervisor.
- Monitors and maintains various department records (print and digital), including management in accordance to record retention schedule.
- Updates departmental policy/procedure handbooks, personnel records and databases.

Performs other duties and responsibilities as assigned.

ADDITIONAL DEPARTMENT-SPECIFIC RESPONSIBILITIES:

Business Services *Not currently allocated.*

Capital Projects & Planning

Nuanced stakeholders include legal representatives, architects, building contractors, construction vendors, etc. This portfolio may require additional unique expertise and/or background.

Communications *Not currently allocated.*

Digital Transformation *Not currently allocated.*

Human Resources

Additional responsibilities include, but are not limited to, coordinating with departmental leads for department-managed regular webpage updates; and coordinating coverage for district Receptionist.

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Facilities *Not currently allocated.*

Additional responsibilities include, but are not limited to, managing the district's facilities use by community and district users.

Student Learning

Additional responsibilities in the School Leadership office include processing of field trip approvals.

Student Support *Not currently allocated.*

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma 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

Bilingual in English and additional language(s) represented in school community

Previous work experience in industries/content related to department

CONDITION OF EMPLOYMENT:

Criminal background clearance

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

KNOWLEDGE OF:

Current secretarial best practices and procedures

Effective written and oral communication skills

Basic budget/bookkeeping methods and practices

Proficiency with software applications including but not limited to Microsoft Suite, Sharepoint, and Google Suite, including document tools, presentation, data and graphics generation

Proficiency in modern office equipment, their function and operation

School board policies and procedures

ABILITY TO:

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

Demonstrates organizational ability

Set up and maintain an accurate filing system

Attend to detail and follow tasks through to completion

Organize and set priorities

Maintain excellent attendance record

Work effectively under pressure

Work independently with minimal supervision

Maintain strict confidentiality

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to assigned Executive Director(s)

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EVALUATION: The Executive Assistant will be evaluated annually by an assigned Executive Director pursuant to the currently established district procedures and evaluative criteria. Such evaluations shall include an evaluation of the performance of the duties and responsibilities set forth above together with accomplishment of co-created annual goals.

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. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. 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 employee will experience constant interruptions; required to meet deadlines. Exposed to infectious diseases carried by students. The noise level in the work environment is usually moderate.

*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

Consolidated from EA I Teaching & Learning, ILED and Operations, as directed by Human Resources. 2025.02.25

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 regarding: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act, and Title IX should contact: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org. For inquiries regarding Section 504 of the Rehabilitation Act, contact: 504 Coordinator, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166