Position Description
Executive Assistant to the Superintendent

POSITION GOAL
The executive assistant’s primary goal is to ensure that the superintendent is organized, informed and able to lead with great efficiency. By providing high quality administrative assistance to the superintendent and coordinating with other executive assistants as they support senior leaders, the executive assistant will manage the superintendent’s time and ensure that he remains focused on organizational strategy and effectiveness. The executive assistant will manage internal and external communications with the superintendent, as well as his myriad engagements. The executive assistant will ensure that the superintendent is able to consistently make the highest possible contributions to the organization by anticipating and removing potential administrative challenges.

Duties and Responsibilities
- Develops and maintains efficient and effective office routines
- Drafts written communications on behalf of the superintendent
- Strategically coordinates the superintendent’s schedule, called and standing meetings, and travel arrangements for the superintendent and other parties as required
- Maintains information systems as needed
- Processes payroll information for entire department
- Collaborates with the chief of staff and with the Board administrative assistant to effectively address issues as needed
- Anticipates the needs of the superintendent and takes initiative to address them with little supervision
- Supports the superintendent and other senior leaders by gathering, organizing and synthesizing data for ease of use and effective decision making
- Effectively manages the superintendent office’s financial and material resources
- Demonstrates the highest level of decorum, professionalism, customer service and confidentiality
- Regularly coordinates with other administrative assistants to ensure that all senior leaders focus their time and resources on district priorities and needs
- Supports the superintendent in cultivating and maintaining relationships with board members, stakeholders (especially parents and scholars), local and state leaders, partners and other influencers
- Performs other related duties as assigned

Qualifications
- Three years of college or business college equivalent (degree preferred)
- Five years of administrative, secretarial and/or program coordination experience
- Excellent verbal and written communication skills
- Strong technology skills, including word processing and formatting
• Superior telephone and personnel etiquette
• Knowledge and experience in accounting procedures
• Superior public relations skills
• Professionalism, discretion and confidentiality
• Ability to work under extreme pressure
• Ability to effectively multi-task
• Takes initiative and works with little supervision
• Excellent organizational skills
• Strong conflict resolution skills

REPORTS TO
Superintendent

SUPERVISES
N/A
Coordinates with other executive/administrative assistants

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION
Classification: Administrative Assistant
Scale: Administrative Salary Scale
Grade: C
Days Employed: 246 per school year
Range: $37,200.00 - $60,000.00
Overtime: Non-exempt

CODES
MS Personnel/Accreditation Data: 751016 (Secretarial/Clerical)
JPSD Job Position Title: N4348