

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 4, 2021

**Executive Administrative Assistant  
Office of the Superintendent  
Supervisory/Technical, Grade 14 (\$49,746 - \$55,779)  
12-month, Full time**

## **Scope of Responsibilities**

The Executive Administrative Assistant provides support for the Superintendent of Schools and Board of Education. In addition, the position interacts with community leaders, employees at all levels of Kalamazoo Public Schools and greets visitors to the Superintendent's office. The position calls for someone with excellent interpersonal and communication skills and an ability to work with highly confidential matters.

## **Performance Responsibilities**

1. In consultation with the Superintendent, prepares for all meetings of the Kalamazoo Public Schools Board of Education; this includes scheduling and preparing letters of invitation to students, staff, and community members that will be recognized at the regularly scheduled meetings, assisting with the preparation of presentations, resolutions, and certificates. In addition, the job is responsible for collecting agenda documents from various district departments and preparing them for the Superintendent's review, preparing and posting meeting notices in compliance with Michigan's Open Meetings Act, preparing and distributing the agenda and documents, and keeping written and electronic records of all Board-related matters.
2. Assists the Superintendent by screening mail and phone calls, keeping her or him informed about district and community matters, and performing other tasks, as needed.
3. Assists the Board of Education trustees with various board-related functions, including scheduling committee meetings and special meetings, making conference and travel arrangements, and calculating quarterly pay based on meeting attendance records.
4. Assists the public with requests for information, the resolution of concerns related to schools or administration, and Board of Education-related inquiries.
5. This position chairs the committee for the district's annual retirement celebration. Responsibilities include planning and facilitating the event and performing the accounting functions.
6. Prepares, updates and posts appropriate documents and information on the district's website.
7. Performs budgetary duties for the Superintendent's office, which include processing payment requests, expenditure transfers, general ledger reconciliation, and bank deposits.
8. Works in collaboration with the Communications Department on districtwide initiatives.
9. Performs other related duties as assigned.

### **Minimum Qualifications**

1. Prior proven ability to take and accurately transcribe meeting minutes.
2. Proficient with Microsoft Office programs, Google Suites, and office technology utilized in the department.
3. Ability to compile, organize and prepare accurate written reports.
4. Ability to maintain strict confidentiality.
5. Possess excellent written and oral communication skills.
6. Demonstration of strong human relations skills
7. Possess a high degree of organizational skill in daily work and commitment to prioritize work to meet deadlines.
8. Evidence of a good work record, including excellent attendance.
9. Commitment to being a self-starter with a keen understanding of deadlines.
10. Understands and is committed to working irregular hours to attend Board meetings.

### **Desirable Qualifications**

1. Bachelor's degree in communication, political science, or a related field is preferred.
2. Possess a minimum of five (5) years of experience in an office setting.
3. Experience working in a Superintendent's office or with elected officials.
4. Experience in an urban school district.
5. An understanding of Robert's Rules of Order would be beneficial.

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)  
no later than  
**Friday, June 18, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.