



EXECUTIVE ASSISTANT, SUPERINTENDENT

Rev. July 2025

Job No.: 5804

Reports to: Superintendent

Dept./Campus: Superintendent Office

FLSA Status: Non-exempt

Pay Grade: 508

Term: 232 Days

PRIMARY PURPOSE:

To represent the Superintendent in daily communication, decision making, problem solving and by providing support for senior staff and those who report to the superintendent. Handle confidential information and maintain outstanding, professional communication with multiple stakeholders.

MAJOR RESPONSIBILITIES AND DUTIES

- Apprise the superintendent of significant issues or developments.
- Facilitate the relationship between the Superintendent, Board and Executive Administration.
- Manage the Superintendent's calendar, email and daily work schedule.
- Provide administrative support to the Superintendent, including handling correspondence, creating presentations, reports, scheduling, project management, preparing signature items and meeting logistics.
- Schedule and coordinate logistics and provide leadership support for committee meetings, retreats, staff development, and leadership meetings. This includes booking rooms, ordering supplies or food.
- Draft memos/emails, routine correspondence and create and finalize reports and presentations for the Superintendent.
- Coordinate workflow, manage projects, foster collaboration and effective communication across departments and central office administrative teams.
- Support district initiatives and support other departments as needed and assigned.
- Maintain and manage departmental records in accordance with district, state and federal regulations.
- Provide back-up support for the Executive Assistant to the Board of Trustees.
- Coordinate use of LISD facilities with Travis and Williamson counties when they request district buildings as early voting or Election Day polling places for various elections (up to 6 elections per year, average of 7 polling places per election.)
- Help prepare and manage budgets for the Superintendent and Board of Trustees accounts; handle basic accounting tasks, purchases, track payments and travel requests. Monitor, track and follow up on decisions and required actions for projects.
- Assist with recruiting and hiring department staff, job posting requests, scheduling interviews, preparing and maintaining interview documentation and onboarding of new team members.
- Greet visitors and serve as liaison to staff and public; refer appropriate inquiries or problems to superintendent.
- Answer incoming calls and handle questions from public, outside agencies, board of trustees, and staff; assist parents by coordinating campus/department feedback and resolution.
- Maintain physical and computerized files.
- Assist with travel arrangements for board members and superintendent as needed, including making hotel reservations, turning in conference registration forms, and preparing expense reimbursement.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED. Some college preferred.
- Progressively responsible experience in administrative support work for an executive position.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; and communicating pleasantly and effectively with public, parents, and staff members.
- Ability to maintain confidentiality; use personal computer and software to develop spreadsheets, maintain and update databases; accomplish word processing tasks; prepare presentations; and access e-mail and Internet applications.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.