

## **MECHANICSBURG AREA SCHOOL DISTRICT**

**TITLE:** Executive Assistant to the Superintendent

**DATE:** May 2026

**REPORTS TO:** Superintendent

**APPROVED BY:** Superintendent

**SALARY RANGE:** Administrative Support Staff Range I

**ASSIGNMENT:** 50 weeks per year  
8 hours per day

**JOB SUMMARY:** The Executive Assistant to the Superintendent provides high-level administrative, analytical, and strategic support to ensure the seamless operation of the Superintendent's Office. Operating with a high degree of independence, discretion, and professional judgment, this position serves as a primary liaison between the Superintendent and a wide variety of stakeholder groups including the Board of School Directors, administrators, staff, families, and community organizations. The role manages complex communication channels, ensures strict compliance with state education regulations, coordinates board-level governance logistics, and handles highly confidential personnel, legal, and labor relations matters.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### Executive Support

1. Provides leadership in managing the Superintendent's Office, acting as the primary point of contact for the office and setting the tone for quality interactions with the district.
2. Communicates in-person, over the phone, virtually, and electronically; fielding and screening inquiries, complaints, and public feedback; resolving first-tier issues or routing them to the appropriate administrator.
3. Utilizes independent judgment and professionalism when handling a wide variety of situations.
4. Manages and optimizes the Superintendent's daily schedule, prioritizing competing meeting requests and protecting time in accordance with needs.
5. Coordinates scheduling across departments and buildings for meetings of various sizes and involving a wide range of stakeholders both within and outside the district.
6. Drafts, edits, and proofreads high-profile correspondence, community messages, memos, district-wide publications, and presentations on behalf of the Superintendent.
7. Maintains filing systems, including maintenance, retention, and processing of correspondence, records, and materials.
8. Provides administrative support to the Assistant Superintendent for Academics.

#### Governance

9. Manages the updating of district policies.
10. Serves as primary support contact between the Superintendent and School Board Members.
11. Manages weekly and emergency communication to School Board Members.
12. Serves as the Assistant Board Secretary.

#### Compliance

13. Accesses and supports administrative sign-offs within Pennsylvania Department of Education portals for grants, safe schools reporting, and district-level verification.
14. Coordinates and audits the annual submission of Statement of Financial Interests forms for School Directors and designated administrators, as mandated by the Pennsylvania State Ethics Commission.
15. Coordinates professional development tracking for professional employees.
16. Maintains strict confidentiality regarding personnel, student, safety, contractual, and legal issues.

#### District Operations

17. Provides leadership among district administrative assistants, coordinating and developing professional learning opportunities with planned regularity.
18. Provides oversight to other support staff members as assigned.
19. Coordinates personnel meetings involving the Superintendent and/or Assistant Superintendent, including interviews, induction meetings, disciplinary conferences, and exit interviews.
20. Plans and executes events, including but not limited to, Opening Day convocations for staff, administrative leadership retreats, and retirement celebrations.
21. Supports district-wide staff engagement at commencement.
22. Manages communications and meetings for Cabinet and the administrative team.
23. Creates and maintains a master list of meetings for district administrators.

24. Coordinates regular meeting patterns with external stakeholder groups, including but not limited to Pastor's Network and Superintendent's Parent Advisory Council
25. Coordinates staff recognition programs, including but not limited to, Outstanding Staff Awards, years of service pins, twenty-year Wall of Legacy recognition, and twenty-five-year apple recognition.
26. Supports district communication efforts in collaboration with the Communications Specialist.
27. Manages the tracking of various budgets as assigned.
28. Manages a variety of operational processes, including but not limited to Field Trip requests, Fundraiser approvals, Conference requests, and Professional Association Memberships.
29. Performs other duties as assigned by the Superintendent.

**QUALIFICATIONS:** High school graduate with three years of experience in providing administrative support to executive-level leadership. Experience working in a school is preferred. Strong computer skills required with proficiency in Microsoft 365 and/or Google Workspace, as well as a typing speed of approximately 60 words per minute. Excellent interpersonal skills to deal effectively with a diverse group of stakeholders. Effective oral and written communication skills are pertinent. Must thrive in a team environment and work collaboratively with coworkers and district stakeholders.

**PHYSICAL REQUIREMENTS:** Position requires stooping, crouching, reaching with hand and arm with repetitive motion. Standing in a stationary position, walking at moderate speed, and use of fingers is necessary. Able to communicate verbally and to hear with no more than a 40 decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception ability to focus on objects clearly, with field of vision and able to identify colors. Job is in a typical office environment with mostly sitting required.