

**Bay Village City School District
JOB DESCRIPTION**

Title: Executive Assistant to the Superintendent

Reports to: Superintendent

Contract: 260 days; 8 hours per day; Administrative Pay Scale (exempt);
Commensurate with Experience

Job Objective: Provides administrative support for the Superintendent and the Board of Education.

Minimal Qualifications:

- Associates Degree; Bachelor's Degree preferred.
- At least three to five years of prior related work experience in a school setting.
- Must pass background check.

Essential Knowledge Required:

- Knowledge of school functions and organizational structure and parliamentary procedure as well as Robert's Rules of Order.
- Knowledge of Power School and Frontline.
- Knowledge of records retention, office administration and office management procedures.
- Demonstrated proficiency with Google Sheets, Google Drive, Google Slides, and Google Docs.
- Knowledge of customer service and office etiquette procedures.
- Knowledge of district budget processes.
- Knowledge of the application and use of computers, productivity software/applications, cloud-based tools/services, social media platforms, and other digital tools utilized by the District.

Job Description:

- 1. Provide administrative assistance to the Superintendent and Board of Education in conducting the overall operation of the school district.**
 - Assists the Superintendent in general administrative operations.
 - Develop and process confidential data and information regarding district operations, negotiations, and personnel management.
 - When appropriate, interpret district policies, guidelines, and directives to all stakeholders.
 - Acts as liaison for the school board in community contacts.
 - Performs administrative work of a high level with minimal direction and supervision.
 - Prioritizes, composes, edits and formats documents on own initiative or when directed.
 - Compiles, screens and prioritizes incoming correspondence and telephone calls for the Superintendent and Board of Education.

- Maintains diplomatic and helpful manner when dealing with the public, district staff and Board of Education.
- Identifies concerns, problems and complaints and provides direct assistance to the public, district staff and Board of Education by explaining policies and/or negotiating solutions.
- Reports regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.
- Coordinate, attend, participate in, and record minutes of the Superintendent's administrative team and district committee meetings.
- Establish and maintain the filing system of the Superintendent and the Board of Education.
- Maintains an up-to-date policy book for the district and assures that procedures are established for dissemination of new policies.
- Supports the Communications Director in the operation of the district's communication systems for emergency closings and general inter-district communications from the Superintendent and Board of Education.
- Serves as backup contact person for human resources.

2. Coordinates preparation and assembly of materials, agendas and packets required for School Board meetings.

- Organizes, assembles, distributes and prepares School Board agenda with supporting documentation to School Board members, administrators and the public.
- Supervises preparation of School Board meeting site.
- Attends School Board meetings and takes minutes.
- Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
- Communicates School Board decision/policy changes to appropriate staff.
- Researches and responds to questions or requests by School Board members, staff or community members.
- Provides advice regarding parliamentary procedures.
- Develops and posts/publishes a calendar or schedule of events.
- Provides historical information related to school board agendas, official activities and decisions to the School Board and Superintendent.

3. Plans, organizes, prioritizes and executes complex administrative and/or research projects, communication, and functions as assigned by the Superintendent.

- Completes special projects and reports. Compiles statistics and gathers other data as the Superintendent may require.
- Prepares data for public dissemination of information.
- Provides assistance and information to candidates and/or new board members and develops new board member orientation information.
- Compiles required information and processes reports to various federal and state agencies.
- Disseminates state/federal communications to administrative staff and ensures that requests for information from them are handled properly and punctually.
- Ensures that school district reports for the Superintendent and Board of Education are properly prepared in a timely manner.

4. Plans and coordinates administrative functions within the assigned budget.

- Plans/schedules time, facilities and equipment/services for meetings, workshops, special events, receptions, etc.
- When appropriate, develop and arrange for distribution of invitations to special events.
- Makes travel plans for conventions and conferences for the Superintendent and School Board.
- Responsible for purchase orders and other financial process execution for the Superintendent and School Board.
- Calculates and collects funds required for meetings and notifies the public if required.

5. Additional duties and responsibilities as assigned

Working Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties require considerable telephone contact and paperwork.
- Duties require considerable use of a computer and viewing of a monitor
- Duties may require prolonged periods sitting at a desk and working on a computer.
- Duties may require lifting, carrying, and/or moving work-related supplies and equipment. Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by Bay Village City Schools Board of Education.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*
- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- ***The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.***