



JOB DESCRIPTION

Executive Assistant to Senior Chief Operations Officer

DEPARTMENT: Operations	SCHEDULE: 116
REPORTS TO: Senior Chief Operations Officer	WORKDAYS: 245
CLASSIFICATION: Classified	FLSA STATUS: Exempt
PCS CODE: 99	DATE: August 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under limited supervision, provides executive administrative support to the Senior Chief Operations Officer. Performs a variety of advanced, complex administrative duties at an executive performance level for the Operations Department. Exercises independent judgment in interpreting and explaining policy and procedures, scheduling activities, coordinating office functions, administering support for departmental divisions, managing special projects and problems, etc. Ensures professionalism and confidentiality in all aspects of responsibilities.

MINIMUM REQUIREMENTS

Education:

Bachelor's Degree in business, secretarial science, or a related field preferred.

Certification/License:

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Five (5) to seven (7) years of administrative support experience in a professional or educational setting; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the principles of office management and modern office procedures, systems, and equipment.
- Knowledge of state and federal laws, South Carolina Department of Education compliance requirements, and District policies applicable to the position. Knowledge of organizational safety

and security procedures as they pertain to the responsibilities of the position.

- Comprehensive understanding of organizational processes and procedures relevant to the Executive Assistant role, including procurement, bookkeeping, and Enterprise Resource Planning (ERP) systems.
- Extensive knowledge of computer applications relevant to the position, including but not limited to word processing, electronic file management, email, spreadsheet analysis and reporting, database design, presentation software, and virtual platforms.
- Excellent verbal communication and customer service skills to interact effectively with District staff, Board members, parents, agencies, businesses, and community members in oral and written form.
- Superior skills in business English, writing, editing, preparing documents, correspondence, presentations, etc., with keen attention to detail and accuracy.
- Advanced skill in analysis, compilation, and research techniques to prepare complex records and reports. Ability to apply judgment and complex logic in defining problems, collecting information, analyzing varied and complex functions, and drawing valid conclusions.
- Superior ability to work independently on responsible and confidential assignments and complex administrative tasks.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Assists the Senior Chief Operations Officer in general and executive administrative operations to achieve the educational goals of the District. These duties include but are not limited to preparation and administration of departmental budgets, initiating processes to research and resolve problems, anticipating needs of the office, and supporting implementation of strategic initiatives. Performs other administrative duties as assigned to support and sustain efficient executive operations.
- Performs various bookkeeping duties, including but not limited to assisting in the preparation and monitoring of the office budget, procuring office supplies, maintaining professional memberships and subscriptions, processing credit card purchases, processing reimbursement requests, etc. Completes financial records such as purchase orders, invoices, monthly accounts, etc. Coordinates with Business Services and other departments to provide and receive financial information as required. Regularly reviews the budget and expenditures to maintain accurate spending projections for the Operations division to ensure fiscal responsibility by the department.
- Serves as the liaison between the Office of the Senior Chief Operations Officer and the administrative staff of departmental divisions, including Food Service, Logistics, Maintenance, Operations, Planning, the Richland Two Conference Center, Safety and Emergency Services, Technology and Innovation, Theater Services, and Transportation.
- Provides excellent customer service in response to all complaints and inquiries or refers them to the appropriate persons and/or departmental divisions. Receives calls for the Senior Chief Operations Officer's office; identifies matters requiring priority handling and brings them to the attention of the Senior Chief Operations Officer.
- Serves as a problem solver/mediator for high-level concerns that rise to the level of the Senior Chief Operations Officer. Researches and resolves various concerns or discrepancies. Assists in interpreting District policies, administrative rules, and procedures in response to queries of a routine or non-routine nature.

- Determines the importance of meeting requests and schedules accordingly. Coordinates on-site and off-site meetings as necessary, including video conferences. Attends conference calls and meetings to take minutes and notes; develops action plans; creates and manages follow-up with appropriate parties.
- Receives and reviews various documents, records, and reports. Compiles and organizes data in efficient, confidential electronic management systems. Collaborates with the Senior Chief Operations Officer to analyze data and prepare requested reports using relevant software applications. Composes and prepares various correspondence, statistical data, memos, and other materials; proofreads written materials for accuracy and completeness.
- Manages internal communication systems to ensure that all personnel are kept informed of relevant information as appropriate to their positions.
- Maintains department appointments, calendars, and schedules. Schedules and manages travel arrangements/registrations/expenses for conference travel, mileage reimbursement, and professional development activities. Prepares detailed itineraries for the Senior Chief Operations Officer and division leaders as needed.
- Coordinates special events and projects as assigned. Plans, organizes, and arranges in-services, conferences, professional development activities, and workshops. Prepares meeting materials to include agendas, presentations, refreshments, decorations, etc.
- Provides general secretarial support by performing such duties as answering, screening, and directing telephone calls; screening incoming mail; proficiently typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; etc. May provide clerical or administrative assistance as a backup to other departmental staff. Proficiently operates all general office equipment.
- Maintains professional and technical knowledge by attending educational conferences and presentations, establishing personal and professional networks, actively participating in professional organizations, and striving for leadership roles. Stays up-to-date with changing laws and regulations. Assists with coordinating professional development opportunities for department staff. Advises managers and staff of available training opportunities.
- Establishes a professional rapport with all stakeholders that fosters their respect. Interacts and communicates with various groups and individuals such as the Superintendent, subordinates, District administrators and staff, school administrators and staff, Board members, South Carolina Department of Education personnel, elected officials, various councils and committees, personnel of other school districts, attorneys, business partners, vendors, contractors, and the general public. Displays the highest standards for ethical and professional behavior while interacting with all parties.
- Adheres to the highest standards of confidentiality and discretion concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours. Available at other times outside of normal hours as requested by the supervisor.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.