

Wyalusing Area School District

Job Description

Job Title: Executive Assistant to the Superintendent/Board Secretary	Location: Central Office
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Non-Supervisory
Date: May 2020; Revised February 2021	Direct Supervisor: Superintendent of Schools

Job Summary:

- Assist superintendent in obtaining pertinent, accurate information necessary for decisions
- Keep the superintendent's office operating smoothly and efficiently and project a positive and reliable image of the superintendent's office.
- Be responsible for state reports completed by the superintendent's office.
- Provide public relations services on behalf of the district, school board, and superintendent

Essential Functions:

- Prepare reports for the Board relative to enrollment, average daily membership, post-graduate activity, test results, financial status, and other reports as assigned by the Superintendent.
- Maintain Board Policy via BoardDocs and notify union presidents of revised or new policies.
- Maintain file on mentors and the teacher induction process, making sure proper documentation has been obtained by the end of each year.
- Keep proper records of grievances and hearing proceedings.
- Generate and submit Professional Staff Act 48 rosters to PDE and maintain individual Act 48 files.
- Gather data which will enable the Superintendent to make decisions from an informed position as directed.
- Maintain the PDE EDNA contact list and associated PDE email listservs.
- Serve as Security Administrator for and maintain the MyPDE Applications for the district and appropriate personnel.
- Assist in the development of the quarterly newsletter using SMORE.
- Assist with school closure coordination and notification of media.
- Utilize the AP Notify robocall system as needed for district wide announcements.
- Utilize the Rediker student management system for information needed by the superintendent.
- Complete the PDE Drivers Education report.
- Utilize PAETEP software to assist the superintendent with processing professional staff evaluations and PDE reports.
- Provide services related to monthly reconciliation of cyber/charter school enrollment.
- Be familiar with the district website and demonstrate the ability to make minor edits and be able to post announcements.
- Open and organize mail and items that need signatures; take messages, file, type, etc.
- Arrange meetings and interviews; and make sure files, materials needed are available.
- Provide proficient services related to proofreading documents, messages, etc. and appropriate suggestions for superintendent communications.
- Generate a draft district school calendar to coincide with the other Bradford County districts and the NTCC for review by the superintendent.
- Maintain and update the emergency school closing codes and call list for the closing of school, contacting radio and TV stations for code words and generating call list.

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- Maintain file of Administrator's Objective Performance Standards.
- Maintain confidential files for all professional staff, including evaluations and certification.
- Notify Superintendent of recurring reports/events.
- Complete general supplies bid request for Superintendent's office.
- Assist in the preparation of public relations materials and serve as a contributor to the administrative team on public relation matters.
- Perform other duties as directed by the Superintendent.

BOARD SECRETARY (4-YEAR APPOINTMENT)

- Maintain and coordinate an on-going file of Board agenda items and documents that need signatures from the Board President and Treasurer.
- Prepare, copy, and distribute Board agendas and attachments, keep copies on file and fully manage the BoardDocs system.
- Take notes and prepare minutes of all Board meetings and other meetings as directed and post to website.
- Type correspondence relative to Board action as dictated by the Superintendent and make sure copies are in all the appropriate files.
- Make arrangements for Board meetings and travel, and remind directors of same.
- Ensure all regular, special and committee meetings are advertised in accordance with the Sunshine Law.

Competencies:

- Be intellectually curious; be familiar with all operations within the district and know how each can be affected by the other and how new regulations, policies, and changes would affect various areas.
- Handle questions or problems from employees, parents, board members, co-workers, and general public in a professional, confidential, polite, cooperative, friendly, and timely manner.
- Be proficient with Office software – Word, Excel, PowerPoint, Publisher, and Google Apps.

Education and Experience:

- As accepted by the school board and Superintendent.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by the superintendent.

Approvals / Additional Supervisors: Superintendent of Schools