



## **Job Description: Executive Assistant to the Assistant Superintendent**

<b><u>Date Updated:</u></b>	June 2026	<b><u>FLSA Status:</u></b>	Exempt
<b><u>Reports To:</u></b>	Assistant Superintendent	<b><u>Employee Group:</u></b>	Confidential (Act 195)
<b><u>Hours Per Day:</u></b>	8.0	<b><u>Days Per Year:</u></b>	260

**Job Summary:** Support the Assistant Superintendent and C&I Department in successfully achieving District goals. Perform complex secretarial duties to manage the day-to-day operations of the office.

### **Qualifications:**

- Associate's Degree, preferred.
- Minimum of a high school diploma, having at least five years of executive secretary experience including word processing, spreadsheets, and databases.
- Current (dated within five years) Child Abuse, PA State Criminal History, and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code.

### **Duties and Responsibilities (including but may not be limited to):**

#### **ASSISTANT SUPERINTENDENT'S SUPPORT**

- Analyze and distribute data into meaningful reports, including but not limited to:
  - Monthly Enrollment Report
  - Monthly Discipline Report
- Assist with maintenance and updating of District Policies and Administrative Regulations.
- Retrieve all Pennlink mail and forward it to appropriate personnel.
- Manage the annual Superintendent's Summa Cum Laude Honor Roll Banquet.
- Process Board agenda items (MOU's/LOA's, etc.) as needed through Keystone Agenda, including proactive alerts to departments for agreements for upcoming renewals.
- Maintain PA-Etep users and assist system users as needed with account access.
- Maintain and organize department projects.
- Maintain the Assistant Superintendent's travel reimbursement expense reports and budget expense reconciliation file.
- Bi-annually, complete the CRDC Data Collection.
- Assist with Educator Effectiveness collection and reporting (13-1,2,3 Forms).
- Assist and support the Assistant Superintendent with presentations and District engagement.
- Assist in the collection and coordination of all information needed to begin the budget process for the following school year.
- Set up meetings, including scheduling of rooms and providing necessary supplies and materials.

#### **CURRICULUM & INSTRUCTION SUPPORT**

- Implement, manage and maintain Professional Development PLM system which includes Act 48 hours for professional staff members.
- Support the District Induction Program, including all induction materials, and track new teachers' participation/completion of Induction.
- Assist with confirming inventory and the distribution of state assessment testing materials to schools and the return shipping to Data Recognition Corporation.
- Process purchase orders for C&I books/materials.
- Compile data for annual Equity Plan.
- Maintain local assessment data.
- Arrange for meeting interpreters as needed, process requests for document translations through LIU12, and reconcile/generate PO for monthly invoices.
- Update Sapphire monthly regarding the educational monitoring of immigrant students.



- Provide varied support for Federal Programs, including providing support for the Wallace and Lincolnway Title 1 Parent/Family Engagement events.
- Assist with ESSERS Non-Public schools' communications and funds distributions.
- Assist with the Assessment Exemptions process as needed.
- Annually, update ESL resource documents/letters for K-12 Reading Specialists.
- Translate, via Google Translate, internal letters/forms as needed.

**Physical Demands:**

- Ability to walk, stand, and sit
- Ability to bend and twist
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel, and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move up to 20 pounds
- Occasionally stoop, kneel, or crouch

**Sensory Abilities:**

- Close vision, distant vision, and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens

**Work Environment:**

- Standard office setting including standard office equipment

**Required Knowledge, Skills, and Abilities:**

- Strong human relations skills.
- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Utilize databases and other district software and technology proficiently, as designated by the supervisor.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/correspond clearly, concisely, and effectively at a post-secondary level; interpret and follow district policies, regulations, and work rules; and exercise good judgment.
- Must appropriately handle confidential information.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of the West York Area School District.

**Hiring Practice:** The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

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Employee Name Printed

Employee Signature

Date