



Job Description – Executive Administrative Assistant

Department: Administrative Services

Job Status: Full time

FLSA Status: Non-Exempt

Reports To: Superintendent

Pay Grade: 7

Work Days: 225

POSITION SUMMARY

Responsible for performing office management activities to ensure the smooth and efficient operation of the District and the Office of the Superintendent.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively with internal and external customers
- Ability to follow instructions and multitask
- Knowledge of Microsoft Office package, Outlook and Internet
- Ability to operate office equipment (phone, fax, copier)
- Knowledge or aptitude to be trained in TEXIS

ESSENTIAL FUNCTIONS

- Responsible for preparing board agenda and board meeting minutes.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications. Orders supplies for administration floor
- Prepare written correspondence, schedules, reports, and other campus communications, receipt of all important incoming and outgoing mail documents.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other, accurate accounting skills.
- Receive incoming calls, take messages and route to Superintendent or other appropriate staff, problem solver

- Coordinate schedule of the Superintendent
- Coordinate appointments for conferences with principals, assistant principal, counselor and teachers. Receive and distribute mail.
- Report to work in a timely manner according to assigned schedule
- Accommodates visitors, contractors and consultants of the school
- Plans and prepares for monthly board meetings

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Education: Bachelor’s degree preferred

Experience: 5-10 years prior administrative experience preferred

PHYSICAL DEMANDS

		Lift/Carry	
Stand	F (Frequently)	10 lbs. or less	F (Frequently)
Move	F (Frequently)	11-20 lbs.	O (Occasionally)
Sit	F (Frequently)	21-50 lbs.	N (Not Applicable)
Handling/Fingering	C (Constantly)	51-100 lbs.	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs. or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs.	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs.	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs.	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5 +hrs. /day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time
(2.5 – 5.5 + hrs. /day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5 + hrs. /day)

WORK ENVIRONMENT

Controlled temperature office environment. Repetitive hand motions, works with frequent interruptions, prolonged use of the computer.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

