



Job Title:	Executive Assistant, Learning Services	Job Code:	3190
Job Family:	Central Administrative Support	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	12 months	Pay Range:	G 24

SUMMARY: Responsible for providing executive level, confidential administrative support to the Learning Services’ executives. Support schools and departments by being a resource of information. Coordinate meetings and activities with Executive Directors, school personnel, parents and outside agencies. Act as liaison with all levels of district staff and community representatives. Provide information to public regarding departments, school, district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide assistance and support by identifying and prioritizing incoming information, phone inquiries and delegating and/or directing issues to appropriate department or district personnel. Serves as the Learning Services Division and Student Support Services Department primary contact for administrative issues. Makes decisions and takes actions within agree upon limits. Draft correspondence, plan and prepare reports, and makes travel arrangements. Compile and track department projects and responsible for planning, organizing and delegating to ensure the smooth and efficient operation of the Executive Directors of Schools, Executive Director of Student Support Services and the Chief Academic Officer.	D	20%
2. Performs administrative duties including, but not limited to: handling phone calls, screening and directing to appropriate person; answering inquiries, following through on requests, and solving non-routine problems, screening visitors; schedules appointments; maintains numerous calendars and filing systems; opens and distributes mail; handles faxes; retrieves and distributes e-mail; prepares, composes, processes and distributes correspondence, documents, or other printed information to parents, department and district staff, and the community; coordinates and arranges meetings, conferences, workshops and special events; prepares agendas and announcements; takes and publishes minutes, coordinates meeting dates; arranges rooms; outlines room set-up including AV equipment; orders refreshments; informs attendees; compiles survey and evaluation data if needed; orders office supplies. Answers inquires and offers assistance to parental/community concerns and routine and non-routine matters using appropriate initiative screen calls and refer as appropriate.	D	30%
3. Prepares, proofreads and coordinates the preparation of documents. Gathers information or articles. Designs formats, charts and layouts. Creates, manages and maintains multimedia presentations. Track, follow up on and coordinate action items until satisfactory completion.	M	10%
4. Support the Executive Directors in the hiring of District staff; job posting, prepare letters to staff and community, survey staff and community, compile results, assists with the screening of the applications, schedule interviews, gather data to compile candidate packets, maintains communication with the candidates through the hiring process	M	10%
5. Perform budgetary and accounting functions, through use of district information technology systems, for department or programs such as monitoring annual budgets, including grants and federal monies, transferring budget monies, and purchasing/ processing invoices.	D	15%
6. Responsible for facilitating office set-up/closure needs for new, transferred or retiring staff and completes all H.R. required forms. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	M	10%
7. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Courses in business or vocational school in business administration, accounting, office management equivalent to 2 years of college, or equivalent experience may be substituted for this educational requirement.
- Minimum of five (5) years of experience as an administrative assistant.
- Office Management and educational institution experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Math skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to problem solves and creates solutions.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer, Executive Directors of Schools, and or Executive Director of Student Support Services.	100223, 3092,3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Perform budgetary functions for the department such as monitoring annual budget, purchasing large ticket items, managing purchasing card accounts, processing invoices, the transferring of budgets, through the use of district information technology systems.
- May coordinate or direct the activities of department support staff, student aides or volunteers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X

NOISE LEVEL:	Exposure Level
Moderate	
Loud	
Very Loud	