

Job Title: **Senior Executive Assistant-Superintendent**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Typical Work Year: **12 Months**

Job Code: **3093**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G30**

**SUMMARY:** Provide executive assistance to the Superintendent, General Counsel, Deputy General Counsel, and administrators on assignment when necessary. Prepare legal documentation and correspondence; respond to parent, community and staff inquiries concerning policy and legal issues; communicate with courts, legal personnel and school staff regarding family issues of students; maintaining confidentiality in all aspects of job; provide confidential administrative support to Superintendent’s department including technical support for computer hardware, software and office equipment.

**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 executive assistance and support to the Superintendent through the use of district information technology systems. Prioritize incoming information and serve as a clearinghouse for correspondence. Ensure Superintendent is up-to-date and informed. Assist with planning and preparing reports, memoranda and information for the Board.	D	30%
2. Respond to parent/community/staff concerns and questions related to a variety of sensitive and critical issues concerning specialized legal and policy matters. Problem solve and coordinate solutions to complex matters. Work with courts, legal personnel, district stakeholders and school staff regarding family issues of students. Support general counsel directly by synthesizing relevant information to assist in an efficient response and appropriate resolution.	D	25%
3. Work with highly confidential information pertaining to potential litigation as well as personnel and student files, district and department information, decisions impacting district departments and materials for the Board of Education. Prepare legal documentation and correspondence. Conduct legal searches on the Internet and/or other legal resources.	D	15%
4. Monitor and assist in developing department budgets through the district’s financial systems, facilitate outside vendor payments, initiate requisitions and budget transfers of expenditure. Oversee department purchasing card, including monthly reconciliation and reports. Maintain department supplies. Arrange meetings, keep calendar for Superintendent, General Counsel and Deputy General Counsel.	D	10%
5. Ensure efficient operation of department technology such as computer hardware, software and office equipment. Provide back-up assistance to the Board of Education, Deputy Superintendent and Communications Services. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports.	D	5%
6. Prepare and distribute District policies to district personnel. Update policy/procedures on website. Coordinate and distribute agendas, minutes and other information as secretary to District Policy Council.	M	10%
7. Work with media and staff in emergency situations. Remain available during off-hours for emergency situations and contacting all media in case of any school closures.	As Needed	5%
8. Perform other job related duties as assigned	Ongoing	
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree required. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of six (6) years of experience in office management
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate to advanced computer software, legal research and accounting skills.
- Ability to keep up-to-date technically and apply new knowledge to the position. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Extensive oral and written communication skills.
- Considerable customer service and public relations skills.
- Critical thinking and problem solving skills.
- Demonstrated ability to maintain confidentiality in all aspects of the job.
- Demonstrated ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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.
- Interpersonal relations skills.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of LexisNexis Research preferred upon entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Superintendent and General Counsel	3090/3005

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor and assist in developing department budgets through the district’s financial systems, facilitate outside vendor payments, initiate requisitions and budget transfers. Oversee purchasing card.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

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

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	