

School District of Altoona

TITLE: Executive Assistant

JOB ANALYSIS: Supports the Superintendent and School Board, assisting both entities with their functions and responsibilities.

The Executive Assistant to the Superintendent is responsible for supporting the Superintendent in the daily operations of the district; including planning, implementing, and maintaining District programs as directed by the Superintendent. This individual provides a wide variety of complex and confidential administrative and clerical duties. He or she prepares and processes a wide variety of materials for the purposes of communicating information and/or documentation in compliance with established guidelines. Oftentimes as the first contact in the school district a friendly, welcoming and helpful demeanor should be displayed.

In the role of Executive Assistant to the School Board, this individual attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.

This job is distinguished from similar assistant jobs in that it is an executive level clerical support position. This requires a high level of skills, organization, and confidentiality.

REPORTS TO: Superintendent and Board of Education

PERFORMANCE RESPONSIBILITIES: *The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.*

Executive Assistant to the Superintendent:

1. Attends administrative team meetings, Board meetings, public hearings, and work sessions for the purpose of providing data or information, recording minutes, distributing materials, and/or supporting the needs of the attendees.
2. Conducts research on a variety of topics (e.g. current and newly updated policies and practices, education codes, Board agenda items, legal updates, etc.); providing information, recommendations, and/or addressing a variety of administrative or Board requirements.
3. Responds to calls, e-mails, or mail and/or other modes of correspondence; effectively and courteously answering questions and/or solving problems with timely follow-up. Provides information and/or refers issue to appropriate personnel.
4. Schedules a wide variety of activities and sets priorities (e.g. appointments, meetings, travel reservations/accommodations), making necessary arrangements for the Superintendent, School Board, and Administration team.

5. Coordinates a variety of projects, activities, and/or events for the Superintendent and School Board (e.g. meetings, luncheons, receptions, workshops, etc.), delivering services in an organized, timely and friendly manner.
6. Communicates with and responds to people in a friendly, timely, effective, and respectful manner.
7. Serves as social media manager using a student-centered focus. This includes the use of photos of students actively involved in school initiatives as well as students participating in academic, co-curricular and extracurricular programs. Stays current on research regarding the most effective types of social media, and suggests and implements changes to reach the highest number of consumers.
8. Participates in a variety of workshops, meetings, and/or trainings to receive and provide information, take minutes, or support the needs of the attendees. Is accountable for communicating and/or recommending change from knowledge gained from workshops or trainings.
9. Oversees pre-employment human resource functions. Makes timely announcement of employment dates, deadlines, etc. to be observed by applicants and employees to comply with state and district requirements, and serves as district contact for applicants. Maintains up-to-date employment website and manages WECAN (Wisconsin Education Career Access Network) portal for job postings and application management.
10. Compiles data from a variety of diversified sources (e.g. governmental agencies, community organizations, staff members, board members, etc.) in order to prepare reports, make recommendations, and/or to prepare information for the Superintendent or School Board. Examples of this include:
 - a. Oversees Third Friday membership reporting process, including report preparation and submission.
 - b. Oversees the School Performance Report process.
 - c. Oversees probationary, nonrenewal and layoff processes.
 - d. Oversees family census information process for the school district.
11. Prepares agenda, materials, and meeting minutes, in a timely manner, for administrative meetings. Accomplishes related tasks and supports the needs of the Superintendent and attendees as needed.
12. Oversees substitute application process, sub-pool, and sub list. Manages Absence Management portal for teacher and clerical substitutes and employees.
13. Completes background checks for all new regular and substitute employees, and volunteers.

14. Maintains databases that include manual and electronic documents, files, and records required for preparing reports, making recommendations, and preparing information for the Superintendent. Examples of databases include:
 - a. teacher evaluation schedule
 - b. personnel files
15. Oversees all aspects of open enrollment process including application, notifications, and reporting.
16. Is helpful and accommodating to staff, parents and community members to problem solve issues from a point of service of “how can I help.”
17. Performs other duties and accepts other responsibilities as assigned.

Executive Assistant to School Board:

1. Has a thorough knowledge of School Board policies and administrative rules.
2. Attends all School Board and its associated meetings, serving as the recording secretary.
3. Prepares and maintains the official minutes of School Board proceedings.
4. Coordinates and disseminates the School Board agenda and supporting documents for School Board and associated meetings.
5. Notifies media of School Board associated meeting dates and times; assures that Board agendas are posted at all posting locations; publishes all legal notices of Board meetings.
6. Works with School Board and/or administrators to maintain currency of School Board policies and administrative rules.
7. Maintains School Board website with up-to-date Board agendas, minutes, and policy changes. Notifies staff of policy updates that are relevant to their position.

QUALIFICATIONS:

1. Required Qualifications: Post-secondary administrative assistant training, Associate or Bachelor's Degree and/or comparable experience; personal characteristics that reflect excellent record keeping and clerical skills. This individual shall possess exceptional organizational ability, broad knowledge of administrative functions, and interpersonal skills.

2. Special Requirements:
 - Ability to function with independent judgment;
 - Excellent interpersonal and public relations skills;
 - Ability to explain and interpret policies of the superintendent's office to employees and public;
 - Ability to manage information systems;
 - Ability to perform varied and complex clerical tasks at a high rate of speed and accuracy;
 - Ability to prepare and maintain clear, detailed and complete reports;
 - Knowledge of data processing and word processing;
 - Thorough knowledge of district programs, operation and policies;
 - Thorough knowledge of modern office technology and procedures;
 - Thorough and up-to-date knowledge of web site designs that:
 - assures relevant District content
 - maximizes ease of access and navigation
 - allows users to quickly engage in the website
 - inspires current users to visit the site on an ongoing basis

TERMS OF EMPLOYMENT: Twelve-month year; salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

Approved: 09/05/17