

POSITION DESCRIPTION

TITLE:	Executive Assistant to the District Administrator	SUPERVISOR:	District Administrator
DEPARTMENT:	District-wide	CLASSIFICATION:	Executive Support Staff

I. **Accountability Objectives:**

The Executive Assistant, under the direction of the Superintendent of Schools, is responsible for the coordination of all functions of the Superintendent's office. Objectives of the position include, but are not limited to: (1) broad knowledge of administrative functions and thorough knowledge of Board of Education policies and administrative rules and regulations; (2) serves as recording secretary for the Board of Education with responsibility for preparing and maintaining official minutes of Board of Education proceedings; (3) coordinates and disseminates the agenda and supporting documents for school board meetings; (4) revises to make current Board of Education policies and administrative rules and regulations; (5) working knowledge of modern office technology needed to efficiently manage data; (6) develops and initiates social media documents.

II. **Position Characteristics:**

Salary: Set Annually by Board of Education

Length of Contract: 12 Months

III. **Position Relationships:**

Reports to: District Administrator

Coordinates with: District Administrator; building principals; Board of Education; district staff; community members/agencies.

Type of Coordination: Board meetings and activities; staff meetings; and civic/governmental meetings.

IV. **Position Qualifications:**

A. Required Qualifications:

Associate degree; recent successful experience as an executive assistant. Extensive computer software knowledge.

B. Desired Qualifications:

Bachelor's Degree and/or comparable experience and personal characteristics that reflect excellent record keeping and secretarial skills, organizational ability, broad knowledge of administrative functions, and personal relations skills.

C. Special requirements of the position:

Ability to explain and interpret policies of the superintendent's office to employees and public; ability to manage information systems; ability to perform varied, difficult, and complex clerical tasks at 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; excellent interpersonal and public relations skills and ability to function with independent judgment.

V. Position Responsibilities:

- A. Performs related functions and tasks for the District Administrator.
- B. Provides secretarial services to the Board of Education as needed.
- C. Attends Board of Education meetings and serves as recording secretary, as well as attending any other meetings as assigned.
- D. Maintains official Board minutes and indexes all Board of Education actions.
- E. Coordinates and disseminates agendas and supporting documents for Board of Education meetings.
- F. Revises Board policies, keeping them current.
- G. Coordinates and prepares for all District elections.
- H. Coordinates and prepares for administrative meetings, staff meetings, Board of Education meetings and activities, and civic/governmental meetings.
- I. Revises administrative rules and regulations.
- J. Prepares and coordinates the Annual Report for the district.
- K. Completes the Wisconsin DPI 1202 report.
- L. Completes and monitors the District ERATE program.
- M. Maintains database of all District employees.
- N. Maintains teacher license information.
- O. Maintains and monitors all teacher post graduate credits to ensure correct payments.
- P. Maintains year-to-year employee salaries and ensures accuracy for payment increases and stipends.
- Q. Composes letters, memorandums, and guidelines from general instructions.
- R. Revises and maintains the District Job Description Handbook.
- S. Develops public documents including informational materials.
- T. Performs all Use of Facility statements.
- U. Performs Human Resource duties such as posting of employment positions, new hire letters, contracts, etc.
- V. Assembles and distributes back to school information to parents and media.
- W. Coordinates and prepares Employee Handbook in cooperation with the District Administrator.
- X. Maintains and coordinates all District Open Enrollment information.
- Y. Maintain and updates District social media accounts and mass notification system.
- Z. Performs other duties as directed by the District Administrator.