

**Peninsula School District
Job Description**

EXECUTIVE ASSISTANT TO THE ASST. SUPERINTENDENT OF K-12 EDUCATION

LOCATION: Education Service Center

JOB SUMMARY:

This position serves as Executive Assistant to the Assistant Superintendent for K-12 Education. Duties include a wide variety of secretarial duties to include monitoring and coordinating work flow; managing official files; serving as liaison between the Asst. Superintendent's office and other district staff, the Board, outside agencies and companies and members of the community.

DUTIES AND RESPONSIBILITIES:

1. Manages the daily office needs of the Assistant Superintendent; coordinates and directs activities of assigned clerical staff when needed to work on district-wide projects; monitors and coordinates work flow with other staff and departments.
2. Acts as liaison between the Assistant Superintendent, district and building administrators, staff and the public, in a confidential and supportive manner.
3. Receives, reviews and screens incoming correspondence, reports and instructions; provides copies and/or disseminates as appropriate to other district departments; replies to general inquiries. Prepares correspondence as directed by the Assistant Superintendent; signs routine correspondence of a non-technical nature in the supervisor's name or own name.
4. Manages student teacher placements for the district. Works with building principals and universities requesting placement.
5. Manages and coordinates administrative interns for the district by coordinating screening and interview teams, applicants and their building administrators.
6. Coordinates personnel evaluations for Assistant Superintendent for all district principals, which includes scheduling evaluation conferences; maintains records of conferences; prepares evaluation reports; maintains confidentiality of all evaluation information and documentation.
7. Coordinates the Assistant Superintendent's role in supervision of certificated staff and related personnel actions; works with Human Resources Department.
8. Develops data and assists the Assistant Superintendent, Deputy Superintendent, Human Resources Director, Business Services and Counsel in preparation of bargaining proposals. Assists in responses to pertinent processing of Level I and Level II grievances from all bargaining units, both classified and certificated.
9. Prepares background information for Assistant Superintendent's use at Board of Director's executive sessions relative to bargaining issues and other confidential matters.

10. Assists in the preparation and coordination of private, state and federal grants; monitors grant compliance, budget and evaluations. Assists with departmental budgets; maintains accounting and budget records; sets up purchase order system; receives and verifies purchase orders against expenditures and budgets; keeps Assistant Superintendent informed of budget status on a monthly basis.
11. Handles complaints, including Policy 4312 Citizen Complaints, in a timely manner. Complaints may be filed by telephone, in writing or in person. Many of these complaints involve sensitive issues relating to current or former staff members and students, as well as educational issues. Fields complaints in a manner that is helpful, understanding and non-judgmental; determines whether the complaint would more appropriately be handled by another department and forwards the information to that department; may be called upon to provide background information required in order to resolve a complaint; may be required to follow up with complainant with the ultimate resolution of the complaint.
12. Assists with policy development and interpretation.
13. Manages the Assistant Superintendent's calendar; schedules appointments, conferences and meetings. Handles travel requirements; coordinates registrations, transportation and lodging arrangements; prepares travel vouchers and reports.
14. Attends meetings, including but not limited to principal level meetings, as requested by the Assistant Superintendent; records and transcribes minutes of meetings as required; distributes copies as appropriate.
15. Manages Assistant Superintendent's internal and external roles as part of the administrative team and on district committees; coordinates meeting schedules; maintains lists of members; handles meeting notices, correspondence, and follow-up; maintains telephone and written correspondence with members of the staff and with the public; secures meeting space as appropriate; coordinates appropriate materials for distribution to participants.
16. Works as part of the administrative team to coordinate student transfers. Follows district guidelines as to the granting of releases and approvals of transfer requests and signs authorization of transfers on behalf of the Assistant Superintendent as needed. Routinely interprets policies and procedures for members of the public.
17. Makes suggestions for improvement in office procedures and technology applications. Locates the source of trouble in the flow of work; determines potential problem areas and brings them to the Assistant Superintendent's attention; suggests resolutions to problems.
18. Manages the district "flyer approval" process.
19. Performs a variety of related duties and special projects as assigned.

REPORTING RELATIONSHIP:

Reports to the Assistant Superintendent of K-12 Education.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions requiring re-prioritization; expected to meet inflexible deadlines; high stress level.

AFFILIATION: Exempt

FLSA: Covered

QUALIFICATIONS:

Education and experience:

Minimum of five years increasingly responsible secretarial and office management experience. School district experience preferred.

Knowledge, Skills & Abilities:

In-depth knowledge of school and district programs, procedures, standards and experience working with public schools.

Knowledge of commonly used office machines, office procedures and practices and time management techniques.

High level of proficiency in oral and written English language usage, spelling, business mathematics and communications.

Exhibit superior customer relations and service skills in dealing with other staff and the community.

Ability to maintain confidentiality and deal with issues of a highly sensitive nature.

Ability to work independently and with minimum supervision.

Ability to provide direction and training to departmental and building clerical staff.

Ability to organize and set priorities.

Ability to work effectively under pressure.

Ability to attend to detail and follow tasks through to completion.

Ability to operate a computer and learn specific software programs.

Ability to perform complex clerical projects and assignments.

Competency in typing, word processing, and transcription skills.