

Job Title: Executive Assistant Superintendent	Wage/Hour Status: Hourly
Reports to: Operations Manager	Pay Grade: 310
Dept./School: Superintendent's Office	Date Revised: February 22, 2022

Primary Purpose

Provide clerical support to the Office of the Superintendent. Accomplish activities in a professional and efficient manner to support District staff, Department staff, outside agencies and the public.

Qualifications**Education/Certification**

High School Diploma/GED
Business College or College Courses (preferred)

Special Knowledge/Skills

- Passing scores on district's clerical tests
- Knowledge of school district organization, operations, and administrative policies
- Knowledge of working relationship between Board of Trustees and the Superintendent/Administration
- Proficiency in the use of computers and software applications
- Ability to record and transcribe minutes of meetings
- Ability to effectively communicate orally and in writing in a professional manner
- Ability to use District data management systems
- Excellent organization, communication, public relations, and interpersonal skills
- Work independently receiving a minimum of detailed supervision and guidance
- Ability to establish and maintain effective working relationships with district employees at organization levels and with the public
- Proficiency in secretarial skills
- Ability to maintain confidentiality of office actions

Experience

Five (5) years related experience
One (1) year experience in executive office or public school district setting
Experience in a school district setting preferred

Major Responsibilities and Duties

1. Provide professional, accurate and proficient administrative assistant support services by composing and producing departmental documentation and correspondence, filing records, and maintaining meeting calendars.
2. Promote positive public relations through effective communications and interaction with Board of Trustees, Superintendent's Cabinet and other levels of District staff, community and business leaders, and the public.
3. Manage travel arrangements for department staff and submits applicable paperwork.
4. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District procedures.
5. Work independently receiving a minimum of detailed supervision and guidance.
6. Assist and respond to routing inquiries from visitors, staff and public.
7. Utilize the personal computer systems in the performance of duties.
8. Schedule appointments and manage Superintendent's office calendar.
9. Assist in the maintenance of the office supply inventory and equipment and initiates requisitions as needs indicate to maintain the efficient and economical operation of the office.
10. Prepare, review, and submit agenda items and related documentation for Superintendent's Cabinet, Executive Leadership, BOT, as per timelines.

- 11. Handle confidential information and has frequent contact with different levels of District employees, outside agencies, and the public.
- 12. Maintain a filing system for the office and ensure confidentiality.
- 13. Prepare and distribute correspondence, reports, and other documents in a timely manner for the Superintendent's Office.
- 14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal Computers, Laptop, Printers, Fax Machine, Copier, Calculator, Typewriter, Laminators, Handheld Technology, Scanner, In-Focus Projector, Overhead Projector, and Digital Camera.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; frequent prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.