

Job Title: Executive Assistant

Wage/Hour Status: Hourly

Reports to: Executive Director Specialized
Learning Services

Pay Grade: 308

Dept/School: Specialized Learning Services

Date Revised: April 28, 2023

Primary Purpose

Responsibility to ensure a professional and efficient clerical staff operation.

Qualifications

Education/Certification

High School Diploma/GED

OR Higher Education from an accredited institution of Higher Learning

Special Knowledge/Skills

- Must be able to record and transcribe minutes of meetings
- Good language skills
- Ability to establish and maintain effective working relationships with school employees at the organization levels and with the public
- Proficiency with clerical skills

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Provide accurate and efficient secretarial services by typing departmental documentation and correspondence, filing records, and supervising the supply inventory.
2. Promote positive community relations through effective communications and maintain a good rapport with school employees at all organization levels.
3. Supervise and trains office clerical staff.
4. Greet visitors and respond to routing inquiries from staff and public.
5. Submit agenda items for DEIC, SLC, BOT, as per timelines and related documentation.
6. Utilize the IBM PS/38, IBM DisplayWrite, and Macintosh SE personal computer systems in the performance of secretarial duties.
7. Schedule appointments and maintain the office calendar.
8. Reviews mail and makes the necessary distributions.
9. Compose and type office correspondence and memos.
10. Communicate policies and procedure decisions to school staff and other people as necessary through memos, letters, bulletins, and telephone conversations.
11. Schedule and takes minutes of meetings, for Special Populations. Take care of arrangements for meetings.
12. Maintain the office budget and inventory of supplies and equipment and initiates requisitions as needs indicate to maintain the efficient and economical operation of the office.
13. Process and distribute student trip requests and related documentation after approval by the Associate Superintendent of Special Populations.
14. Maintain a filing system for the offices and ensure confidentiality in office matters.
15. Process and distribute forms and requisitions after approval by the Associate Superintendent of Special Populations (i.e., donation approvals, employee trip requests, monthly mileage reports, etc.).
16. Prepare and distribute a Calendar of Activities for Special Populations.
17. Assist in the preparation of annual and requested reports in a timely manner (CIPs, Evaluations, School Budgets, Bulletins, etc.).
18. Maintain and submit a weekly payroll Sign-In Roster.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervises assigned staff

Equipment Used

PC Computers (Macintosh), Laptop, Hewlett Packard Color LaserJet Printer, Apple Printers, Fax Machine, Copier, Adding Machine, Calculator, Typewriter, and Laminators

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; under stress; occasional 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: _____

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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.