



**CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/BOARD (CONFIDENTIAL)**

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**BASIC FUNCTION:**

Under the direction of the Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent; train and provide work direction to assigned staff; maintain confidentiality of sensitive and privileged information.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Superintendent; maintain confidentiality of privileged and sensitive information.

Serve as liaison to individuals, committees, other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Train and provide work direction and guidance to assigned personnel as directed; provide advice and support to clerical personnel regarding policies, principles, practices and procedures; serve as office manager; assure compliance with established timelines, procedures and standards of quality.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent by phone and written communication; interpret, apply and explain policies, laws, codes, rules and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and organize public relations and related activities for the Superintendent; prepare and assure access of a variety of documents, files and other paperwork for the public; represent the Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations; assist in composing speeches and public presentations.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent.

Provide assistance to the Board of Education as assigned by the position, including composition, editing, maintenance and research of Board policy; serve as recording secretary to the Board;



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research and answer questions concerning policy and law; coordinate Board requests and activities including conference travel and school site visitations; advise Board members concerning individual school and organizational calendars.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; update records and related documents in response to Board resolutions concerning organizational policies, procedures and administrative regulations; distribute minutes, updated records, documents and reports to administrative staff.

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into assigned computer programs; maintain automated files, spreadsheets and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Maintain and prepare budget information; order office supplies and materials; maintain required records; prepare and process requisitions according to established guidelines.

Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters; assist with collective bargaining contracts and confidential agreements.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the superintendent's area of responsibility and assigned programs.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, scanner, calculator, computer and assigned software; arrange for equipment repairs as needed.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.

**OTHER DUTIES:**

Perform related duties as assigned.



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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.  
Organizational operations, policies and objectives.  
Applicable laws, codes, regulations, policies and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Budgeting practices regarding monitoring and control.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Public relations techniques.  
Operation of a computer and assigned software.  
Principles of training and providing work direction.

**ABILITY TO:**

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Train and provide work direction and guidance to assigned personnel.  
Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Understand and resolve issues, complaints or problems.  
Type or input data at an acceptable rate of speed.  
Take and transcribe dictation at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Meet schedules and time lines.  
Prioritize and schedule work.  
Work independently with little direction.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.



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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.