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Position Title: Executive Assistant to the  
Superintendent/School Board  
Qualifications: Strong educational and employment history in  
executive administrative assistant  
Department: District

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I. Summary:

To provide administrative assistance services to the superintendent and school board for the administration and operation of the school district by performing varied, difficult and complex clerical tasks in a confidential and accurate manner.

II. Essential Duties and Responsibilities:

A. School Board Component

1. Ensure compliance with open meeting laws.
  - a. Prepare and publish meeting agendas, packets and minutes.
  - b. Assist with communication between Board members.
  - c. Attend meetings as required.
2. Coordinate Board election process
  - a. Publish legal notices
  - b. Manage candidacy filings
  - c. Coordinate elections with the county and municipalities.
  - d. Post-election canvass, paperwork and communications with appropriate municipalities and organizations.
  - e. Coordinate Board reorganization meeting.
3. Maintain Board Policy manual: update and publish policies
4. Assist in coordinating inservice for Board and administration.
5. Ensures that required annual notices are published.
6. Maintain expulsion records.
  - a. Coordinate hearing date with Board, attorney and administration.
  - b. Send out and publish required notices to the families and the public.
  - c. Prepare Open Session and Closed Session meeting minutes and prepare Hearing Minutes.
  - d. Room set up for hearing.
7. Coordinate Board and superintendent evaluations: prepare, distribute and collect.

8. Coordinate verification of legal bills.
9. Coordinate various board meetings, events and actions as appropriate.
10. Act as the Deputy Clerk for the district.
11. Coordinate notices and associated legal paperwork for referenda and long-term debt.
12. Coordination of Board Grants.

B. Superintendent Component

1. Prepare, attend and report on Leadership Team meetings.
2. Update emergency school closing information and announce as directed.
3. Maintain District procedure and job description manual.
4. Complete DPI (Department of Public Instruction) reports as needed.
5. Assist in updating the district's website and social media accounts.
6. Provide confidential support to administration.
7. Coordinate and prepare for meetings.
8. Support and maintain schedule of calendar/appointments.
9. Assist with registrations/reservations for conferences.
10. Provide back-up support for office personnel.
11. Purchase office supplies and assist with operation of office equipment.
12. Assist with correspondence, reports, agreements, and contracts.
13. Work with the Business Department to prepare and publish the annual report.
14. Implement and carry out the West Salem School Board policies.
15. As a representative of the School district, deal with everyone in a courteous and professional manner, maintain confidential information, and work cooperatively with all district staff members.
16. Perform other duties as assigned by the superintendent and the School Board.
17. Maintain communication with Leadership Team in the superintendent's absence.
18. Respond to routine inquiries, efficiently refer problem inquiries to the superintendent or the appropriate administrator, and provide support and direction for Leadership Team.

19. Attend conferences and meetings related to school activities.

C. Human Resources Component

1. Process and distribute personnel information following a board meeting.
2. Prepare Board level personnel contracts, renewals, non-renewals, and correspondence.
3. Post internal and external job vacancies.
4. Manage employment application process.
5. Communicate and assist new staff as needed.
6. Maintain the District's employee files, including DPI Licenses and employment evaluations.
7. Assist with staff recognition: plaques, certificates and events.
8. Prepare annual staffing plan.
9. Update teacher and district staff data in Skyward's Employee Management module.
10. Prepare and submit staffing report to the DPI (WISEId and WISEStaff)

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and function with independent judgement. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

High School graduate with a two-year technical school degree with a major in administrative assistance preferred, and a minimum of two-years experience in this field.

B. Certificates, Licenses, Registrations:

Bonded and able to meet notary public requirements.  
Valid driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports and business correspondence.

Ability to effectively respond to requests and questions from staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts, graphs, and computer data. Create spreadsheets, graphs, charts and reports.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school.

F. Technology Skills

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, website, presentation, and telecommunications.
3. Demonstrate the ability to troubleshoot as the need arises.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007

AMENDED: September 24, 2007

REVISED: March 22, 2010

Revised: March 26, 2018