

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Executive Assistant – Assistant Superintendent of Teaching and Learning Services
Prepared Date: 8/24/2017
Revised Date: 7/2/2018
Work Year: 209 days
Department: Learning Services
Reports To: Assistant Superintendent of Teaching and Learning Services
Salary Range: Executive Assistant Salary Schedule
Benefits: Fringe Benefits based on Executive Assistant Meet and Confer
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The Executive Assistant to the Assistant Superintendent works in a highly complex setting, deals on a continuing basis with sensitive, controversial, and confidential matters, has continual public contact, and must ensure that all activities meet defined objectives. Work requires a high degree of initiative, a positive attitude, a sound judgment and discretion in the performance of these duties. Ensure the efficient operation of the Assistant Superintendent's office and provide clerical services for the Assistant Superintendent including management of Assistant Superintendent calendar, agenda and presentation materials. Handle confidential information and frequent contact with all levels of district employees, including learning services department, outside agencies and the general public. The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: AA Degree in Business Administration or related field, and five (5) years of secretarial/clerical experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience supporting executive level leadership

- Competency using a computer and Microsoft Office Suite, including Word, Excel, Power Point, Publisher, Google docs and calendar
- Familiarity with e-mail, requisitioning, purchase orders, service requests, and other computerized processes
- Thorough knowledge of and experience with district and school operations and organization with working knowledge of the functions of other departments

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to prioritize, plan, organize, and execute work independently
- Ability to use standard database, spreadsheet and word processing software effectively.
- Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to utilize superior professional telephone and electronic communication techniques and etiquette
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist the Assistant Superintendent in scheduling daily activities, prepare agendas,

maintain appointment calendar, and related details

- Support gifted and talented education data entry, assessment coordination, communication and program organization
- Prepare, check accuracy and code all requisitions, purchase orders, travel arrangements, travel reimbursements, check requests, and other forms and requests for approval as requested by the Assistant Superintendent; prepare and process conference registrations, travel arrangements and reimbursements as requested by the Assistant Superintendent
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces and meetings, including but not limited to compilation and preparation of preliminary drafts for various reports, special studies or surveys
- Prepare agendas, minutes, mailings, and notification of committee meetings, conferences, task forces, etc.
- Take and maintain minutes at meetings as requested by the Assistant Superintendent
- Maintain official records reports, and filing system for office of Assistant Superintendent
- Respond and follow-up on difficult issues, citizen and student interests or complaints, and exercise judgement in accordance with applicable regulations or policies
- Monitor/track/verify absences
- Plan and organize office and work flow activities to meet program objectives in a timely manner, evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; and anticipate events, trends, consequences and problems
- Open, prioritize and distribute mail including confidential communications relating to legal, financial, personnel and labor relations
- Drafts emails/correspondence and letters both at the Assistant Superintendent's discretion, and using the incumbent's own discretion, in response to requests or inquiries
- Reviews categorized mail to prioritize materials, as well as to handle items that do not need the Assistant Superintendent's attention, or draft replies to correspondence, requests for information or reports
- Provides background information to the Assistant Superintendent for responses to inquiries from administrators, staff members, teachers, parents, or students
- Schedules the Assistant Superintendent's appointments in order to provide for the most efficient use of the Assistant Superintendent's time
- Provides support on special projects such as strategic planning, levy/bond issue campaigns, and professional development for staff
- Coordinates the annual planning and budgeting processes for the Assistant Superintendent. Performs any budgetary tasks for the Assistant Superintendent
- Makes arrangements for conferences, retreats, and meetings for the Assistant Superintendent. Assists the Assistant Superintendent with the formation of task forces and committees made up of district personnel and parents

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Assistant Superintendent or designee

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.