

JEFFERSON COUNTY SCHOOLS
Job Description

- POSITION:** Executive Assistant to the Superintendent
- IMMEDIATE SUPERVISOR:** Superintendent
- FLSA STATUS:** Exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Teacher Salary Schedule,
- EVALUATION:** Performance in this position will be evaluated by the Superintendent through the completion of a variety of complex task

JOB SUMMARY: The job of Executive Assistant to the Superintendent was established for the purpose/s of supervising and coordinating the functions, activities, workload and record keeping of the Superintendent's Office. This position provides a wide variety of complex and confidential administrative and secretarial support; interprets policy and administrative regulations to officials and the public; analyzes requests and provides recommendations for action; communicates information on behalf of Jefferson County Schools and the elected School Board to staff, other districts, and public agencies; and oversees assigned personnel.

PERFORMANCE RESPONSIBILITIES:

- Attends all regular and special Board meetings for the purpose of providing information, recording official minutes; coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g., staff members, Board Members, Community Organizations, government agencies) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Composes a wide variety of complex written materials (e.g., correspondence, agendas, minutes, event programs, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a wide variety of special projects, activities and/or events for the Superintendent and Board (e.g., meetings, receptions, luncheons, workshops, travel/accommodations) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g., JCS policies, Board of Education minutes, various manuals, databases) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of Superintendent (e.g., Board procedures, public relations issues, meeting arrangements, account balances) for the purpose of

achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., Board Agendas, meeting and Board official minutes, letters, memoranda, charts, periodic and ad-hoc reports, operational procedures, manuals, newsletters) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of complex documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a variety of topics (e.g., current practices, policies, education codes, board agenda items, parental complaints, legal updates) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls , concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g., LSIC meetings, appointments, meetings, travel reservations/accommodations, facility usage) for the purpose of making necessary arrangements for the Superintendent, other staff and/or Board Members.
- Serves as a liaison between parents and members of the public and the Superintendent and Board of Education for the purpose of assisting in resolving concerns or complaints.
- Supports the Superintendent and the Board of Education (e.g., special projects, special elections) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS:

A Bachelors degree in business administration, education or related field

A minimum of 10 years experience in administrative or administrative assistance role

Required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

Required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: laws, policies

and regulations governing school district operations; school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette.

Required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; working with detailed information/data; and attending evening meetings.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact JCS services.

PHYSICAL DEMANDS:

The physical demands described 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.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

