

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

The Executive Administrative Assistant will work collaboratively and demonstrate a high level of professionalism and confidentiality as they effectively interact with senior staff, external constituents, and all levels in the organization.

QUALIFICATIONS:

1. High School diploma or equivalent training.
2. Have a minimum of three years of successful experience in a related secretarial or office position.
3. Demonstrate excellent secretarial skills, including general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be highly proficient in the use of current Microsoft Office Applications or an equivalent computer program.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
11. Must be able to communicate and interact with individuals at all levels of the organization.
12. Communicate district information to various stakeholders or community members after Superintendent approval.
13. Must be able to handle multiple tasks and challenging demands.
14. Facilitate information to clerical staff when warranted.

REPORTS TO: Superintendent of Schools

JOB GOAL: Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE DUTIES & RESPONSIBILITIES:

1. Hold as confidential, all aspects of the job designated confidential by the Superintendent.

2. Perform executive secretarial and clerical tasks of varied nature, some of which may be unique to the Superintendent's office, requiring a thorough knowledge of the rules and regulations of the district and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Answer and screen telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
5. Accommodates the caller's concerns without referring callers unnecessarily to the Superintendent.
6. Arrange appointments and maintain schedule for the Superintendent.
7. Assist the Superintendent in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
8. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
9. Maintain financial records for the accounts and budgets assigned to the Superintendent's office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
10. Assist the Superintendent with interruptions and emergencies.
11. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
12. Attend required staff meetings and serve, as appropriate, on staff committees.
13. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
14. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
15. Perform specialized and confidential duties within the scope of employment, as assigned by the Superintendent.
16. Provide administrative support to leadership as needed, provide general office support with a variety of clerical activities and related tasks.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ADOPTED BY: UNION BOARD OF EDUCATION

Date: June 21, 2016