

## **Executive Administrative Assistant to the Superintendent of Schools Job Description**

**Purpose:** The Executive Administrative Assistant to the Superintendent of Schools provides administrative support to assist with the efficient operation of the school district and the superintendent's office. To accomplish these tasks, the Executive Administrative Assistant to the Superintendent of Schools works closely with the Superintendent, administration and staff of Derby Public Schools.

**Responsible to:** Superintendent

**Salary:** District Clerical Hourly Rate Schedule, Level 6

**Classification of Employment:** Non-Exempt

**Date:** July 2023

### **Qualifications:**

1. High school diploma or equivalent.
2. Bachelor's degree in business, administration, related field or equivalent preferred.
3. Three years clerical experience preferred.
4. Demonstrated typing, filing, and editing skills.
5. Excellent computer skills and knowledgeable with various computer programs.
6. Proficiency in technology and programs Microsoft Office (Word, Excel, PowerPoint) and Google equivalent programs (Docs, Sheets, and Slides) preferred.
7. Preferred graphic design experience in Adobe Suite (InDesign, Photoshop, or Illustrator) and/or web equivalents (Canva, Spark, etc.).
8. Desire to continue career improvement.

### **Essential Functions:**

1. **Knowledge, Skill and Abilities**
  - a. Provide administrative support to assist with the efficient operation of the school district.
  - b. Ensure that all activities conform to district guidelines.
  - c. Maintain compliance with federal, state, and local laws.
  - d. Communicate effectively with all members of the school district and community.

- e. React to change productively and handle other tasks as assigned.
- f. Appropriately operate all equipment as required.
- g. Support the value of an education.
- h. Support the philosophy and mission of Derby Public Schools.
- i. Comply with all district policies, rules and regulations.

## 2. Physical Requirements/Environmental Conditions:

- a. Requires prolonged sitting or standing.
- b. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- c. Requires stooping, bending and reaching.
- d. Must be able to work in noisy and crowded environments.
- e. Requires regular attendance and/or physical presence at the job.

### **General Responsibilities:**

1. Screen and route incoming mail, e-mail, voicemail, messages, visitors and calls, directing them to the appropriate person/department and assisting with questions as needed.
2. Compose, type, and copy correspondence, reports, records and other materials.
3. Obtain, gather and organize pertinent data.
4. Maintain records including board meeting minutes and other applicable documents in an orderly filing system.
5. Keep accurate record of district policy history as required by law.
6. Coordinate policy revisions with departments and prepare draft for the board policy committee's review.
7. Assist in creating presentations/reports, planning for meetings, and composing meeting summaries.
8. Assist with planning, preparing, and coordinating district events, celebrations, programs and other special activities.
9. Facilitate completion of the Kansas Association of School Board's annual surveys.
10. Facilitate completion of Kansas State Department of Education's reports including Directory Update, Principal's Building Report, and the Superintendent's Organizational Report.
11. Maintain the district's Daily Logs for the Kansas State Department of Education and provide information to the Calendar Committee to help establish the district's yearly calendar.
12. Maintain the Building Site Council's members, meeting dates, and meeting minutes as required by law.
13. Maintain a record of all district meetings as required by the Kansas Open Meetings Act.
14. Maintain and organize the annual review of the district's organizational chart.
15. Maintain records for Out of State Travel Requests for students and staff Professional Development Out of State Travel Requests.
16. Coordinate awards for the Superintendent's office, including staff appreciation gifts and student recognition programs.
17. Recommend new approaches, policies, procedures to continually improve

efficiency with the district.

18. Adhere to all district policies, as well as health and safety procedures.
19. Other duties as assigned by the Superintendent which are consistent with the general requirements and qualifications for the position.