

**Job Title:** EXECUTIVE ASSISTANT FOR SUPERINTENDENT AND BOARD OF TRUSTEES  
**Reports to:** Superintendent of Schools  
**Dept./School:** Central Administration  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** March 21, 2016

### **Primary Purpose**

The Executive Assistant for Superintendent and Board of Trustees is responsible for the management of the Office of the Superintendent to perform a variety of highly responsible and confidential secretarial and administrative support services for the Superintendent and the Board of Trustees. This position requires in-depth knowledge of District policies, procedures; is highly visible and requires discretion, initiative, and sound judgment as well as technical knowledge and abilities; and promotes a positive and service oriented image of the Superintendent and the Board of Trustees.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED  
Associates Degree preferred

### **Special Knowledge/Skills**

Proficient typing/word processing (minimum 45 WPM) and file maintenance skills.  
Demonstrate good communication skills (writing, spelling, listening, and speaking).  
Able to perform work as a member of a team.  
Able to work with the public.  
Able to organize, prioritize and perform tasks with limited supervision.  
Able to follow through to completion all assigned tasks.  
Knowledge of school district organization, operations, and administrative policies.

### **Experience**

Minimum three years advanced secretarial and accounting experience, preferably in a public education environment.  
Minimum three years of experience working with computer software applications, including Microsoft Office.  
Experience in developing/promoting school and community partnerships.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Act as confidential executive assistant to the Superintendent and Board of Trustees and maintain a positive and service-oriented public image for the District. Act as a resource or reception person and provides information and assistance regarding department programs, operations, activities, policies, and procedures to District staff and general public with tact and discretion.
2. Manage the overall operation of the office of the Superintendent; keep the Superintendent apprised of all District matters; coordinate the Superintendent's calendar by scheduling appointments and meetings; receive visitors and telephone calls and monitor incoming correspondence; exercise judgment in providing information; maintain official records for Superintendent.
3. Oversee the coordination of the Superintendent and Board of Trustee meetings. Serve as the recording secretary for regular and special meetings of the Board of Trustees, finalize the minutes for adoption, and maintains the official board minute book. Prepare, post, and distribute agenda with supporting materials.
4. Work closely with Superintendent's Cabinet; coordinate Cabinet meeting schedule, prepare agendas, keep abreast of Cabinet business and follow up after meetings to ensure necessary actions are initiated on behalf of the Superintendent.
5. Attend San Felipe Del Rio Consolidated Independent School District Education Foundation and assist Superintendent with administrative functions.

6. Assist in developing and monitoring of Superintendent's and Board of Trustees' budget in compliance with District accounting policies and procedures.
7. Coordinate travel arrangements for the Superintendent and Board of Trustees including conference registration, lodging and transportation, and prepares itineraries. Arrange for reimbursement of expenses.
8. Perform special projects and prepare various forms and reports on behalf of the Superintendent and Board of Trustees.
9. Assist with the School Board of Trustee election process, research laws, regulations, and attend the Secretary of State Election law seminar.
10. Attend appropriate workshops/conferences for the purpose of ongoing training.
11. Maintain lists of various committees and their members for communication and record purposes.
12. Prepare communication bulletin for the Board of Trustees regarding organizational updates and activities.
13. Compile and prepare report in accordance with oral and written instruction.
14. Transmit directives and decisions on behalf of the Superintendent to various employees, departments, school sites, and or community members as assigned.

**Other**

15. Maintain confidentiality of privileged and sensitive information.
16. Organize and maintain filing systems according to standard filing procedures and according to local, state, or federal guidelines. Maintain permanent records for audit purposes.
17. Perform all other task and duties as assigned.

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress.  
 Occasional district and statewide travel.  
 Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_