

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: Executive Assistant

BASIC FUNCTION:

Under the direction of the Superintendent, this position performs advanced and responsible secretarial and administrative assistant responsibilities to assist the Superintendent with a variety of administrative details; interpret policies and regulations to officials, staff and the public; assist Superintendent in his/her role as secretary to the Board of Directors.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Supports Superintendent for the purpose of assisting with their administrative functions.
- Attend Governing Board meetings and perform various secretarial and administrative support duties for the Board, including preparation of agenda and supporting materials and preparation of minutes following Board meetings; maintain and update Board policy manuals and handbooks; maintain an official record of minutes for publication.
- Maintain a wide variety of computerized and manual documents, files and records (confidential and non-confidential) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Compose correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed.
- Coordinate communications and information; obtain, interpret and provide information to officials, teachers, parents, organizations and others concerning office functions, policies and procedures; send copies of appropriate policies as requested.
- Assist in resolving concerns of parents and community members; schedule appointments and maintain appointment calendar for Superintendent and Governing Board; arrange group meetings and transmit confidential or controversial information as appropriate.
- Prepare and distribute agendas, meeting notices and handouts for facilities advisory and parent advisory committees; send meeting notices to committee members as directed.
- Assure compliance with established time lines, procedures and standards of quality.
- Make reservations and travel plans for the Superintendent and Board members for conferences and meetings as needed.
- Analyze budget account for Board, Superintendent and administrative services for the purpose of identifying budget variance and evaluating budget costs and balances.
- Prepare and process requisitions for assigned credit cards, purchase orders, expense claims and other documents as directed by the Superintendent.
- Maintain confidentiality in all aspects of student, staff, and school information.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintain a clean, safe and orderly work environment.

- Remain current regarding new programs, requirements and new regulations. Pursue academic and professional growth and development as approved; continually seek learning experiences.
- Attend meetings, organize and participate in activities relevant to assigned field.
- Attend staff development sessions as required by Superintendent.
- Assist with other such duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications, practical experience in Microsoft office or MOUS certification.
- Broad knowledge of proper grammar usage and the ability to edit efficiently.
- Excelsior's policies and procedures.

ABILITY TO:

- Demonstrate outstanding interpersonal, organizational, written and verbal communication skills
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Receive and obtain direction from immediate supervisor and act accordingly in a timely manner.
- Maintain records, prepare reports and deliver presentations.
- Adjust to the ever-changing technology and operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

QUALIFICATIONS:

- Any combination equivalent to graduation from high school supplemented by two years college-level course work in secretarial science, business or related field and three years of increasingly responsible office administrative experience involving public contact.
- A Valid Driver's License.

WORKING CONDITIONS:

- School campus environment, office environment and various community events
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 75% sitting, 15% walking, and 10% standing
- Will require travel to various locations.