



JOB DESCRIPTION

Job Title	Executive Assistant – Student Services
Department	Student Services
Reports To	Executive Director of Student Services
Classification	Hourly
Location	Administration
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Assistant of Student Services works directly with the Executive Director of Student Services to provide a high level of administrative support and confidentiality in district department activities.

Essential Job Functions

- Answers the phone, greets visitors, answers questions, and provides information as requested. Represents the Executive Director of Student Services through telephone, written, and personal contacts.
- Provides guidance and assistance to district staff and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Screens and summarizes content of incoming materials and specially gathered data. Briefs supervisor regarding important issues or conflicts; distributes outgoing documents and correspondence.
- Schedules and sets up meetings including arranging for and serving refreshments; provides necessary materials for meetings as directed.
- Prepares materials for Board of Education meetings and various Student Services committees.
- Attends meetings and takes notes and minutes as assigned.
- Makes conference and travel arrangements for Student Services and other District staff travel and registrations funded through Student Services.
- Ensures, in the supervisor’s absence, that requests for action and information are handled or referred in a timely manner.

- Types contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.
- Maintains accurate files and records and processes incoming correspondence as instructed.
- Maintains intranet and internet applications as needed for Student Services departments.
- Assists in budget and grant development, including submission and modification of online federal grants.
- Establishes accounting systems and maintains records for all departmental budgets.
- Maintains accurate records of expenditures of local department budget federal grants and keeps inventory of materials purchased.
- Codes time cards for student services staff, additional temporary staff, home instructors, teachers/tutors, job coaches, etc.
- Schedules and makes arrangements for trainings and professional development opportunities as needed.
- Reviews, processes, and manages all Section 504 plans.
- Supports student services staff (coordinators, counselors, school social workers, school nurses, school psychologists, related service providers, and secretaries).
- Coordinates and assists Skyward users with management of Section 504 plans.

Ancillary Job Functions

- Schedules appointments for the Executive Director of Student Services as needed.
- Assists in preparation of reports and other department material.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate’s or Bachelor’s degree.
- Minimum of three years of related professional experience.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years or more of related professional experience.
- Associate’s or Bachelor’s degree in a related field.
- Personal and/or professional experience with innovative problem solving.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.

- Strong Adobe Acrobat knowledge and ability.
- Ability to provide reporting in various forms.
- Office management skills.
- Ability to multitask, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to operate a variety of office machines.
- Ability to maintain and create content for web page.
- Ability to initiate, moderate, and maintain a variety of social media and other web-based communications and networks.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Normal office environment and moderate noise levels.
- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to drive to other locations.
- May occasionally be required to lift up to 10 pounds