

JOB DESCRIPTION

JOB TITLE: Superintendent/Board Executive Assistant

REPORTS TO: Superintendent/Board of Trustees

DEPARTMENT: Administration Support Staff

I. NATURE AND SCOPE OF JOB:

This position is under the direct supervision of the Superintendent/Board of Trustees and is responsible for facilitating the work of the Superintendent's Office. The position involves dealing with members of the public, administrative staff, and employees. As Executive Assistant, this individual contributes to the smooth and efficient operation of Central Office to facilitate achieving the mission and goals of the District for all students and staff. There is access to information which is confidential and must be maintained as confidential.

II. EXPECTATIONS:

1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Telephone and Visitors
Screens calls, assists visitors and sees that all matters are handled promptly. Furnishes information sought (if appropriate to disclose) or directs caller/visitor to proper party. Makes telephone calls seeking information for Superintendent/Board of Trustees. May have to deal with irate callers/visitors. Acts as the Central Office's receptionist with all incoming calls/visitors. Updates digital phone system with new/old employee's names and extensions.
2. Mail
Opens mail for Superintendent/Board of Trustees and directs to appropriate party.
3. Appointments
Makes appointments for Superintendent/Board of Trustees.

4. **Keyboarding**
Knowledge of personal computer necessary. Accurate typing essential. Word, Excel, PowerPoint, Publisher, Access, BoardDocs and Outlook knowledge necessary. This person will serve as Central Office's Infinite Campus expert. Transcribe dictation for letters, memos, and reports; prepare and type reports, memos and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed.
5. **Filing**
Files and keeps track of information for prompt reference.
6. Keeps Superintendent informed of information affecting the District.
7. Familiarizes self with District's policies and procedures. Should be able to locate policies and procedures on request. Types policies and procedures and makes sure they are reviewed annually by Administrators. Responsible for maintenance of policies and procedures.
8. **Meetings**
Coordinates meetings in Central Office. Coordinates ordering of meals, snacks, etc. Maintains a monthly Calendar of Central Office's meetings/functions in the Meeting Rooms, Boardroom, and Executive Room.
9. **Staff Support**
Confers with and supports the District's Staff members as requested. May include dictation of correspondence, typing and/or phone calls.
10. Attends meetings including Board of Trustees, Administrative Meetings, etc. Custodian of the minutes of meeting of the Carbon County School District One Board of Trustees: Proficient with BoardDocs. This includes preparing and distributing agendas; preparing and having published advertisements associated with Board meetings; preparing and filing the minutes of all Board meetings; maintaining and recording of the meetings; updating and formatting policies as approved, making sure they are in the correct order. Sending information regarding proposed policies and approved policies to all employees. Sets up refreshments for these occasions as directed.
11. Coordinates Board functions; compiles and distributes necessary documents for Board meeting. Supports Board of Trustees members as directed by Superintendent. Make travel and hotel arrangements for Superintendent/Board of Trustees. Reminds Board members of meetings.

12. Organizes, monitors, and documents disaster and fire drills monthly.
13. Cross trains with other administrative assistants as necessary.
14. Orders necessary supplies for the Superintendent/Board of Trustees.
15. Code and obtains signatures for purchase orders as well as code and submit requisitions for purchases made with the Superintendent's credit card, Board purchases, mileage reimbursement, etc.
16. Maintain tracking system for submission of Wyoming Department of Education reports, Professional Teaching Standards submissions, and serves as District custodian of submitted reports. Submits district level reports as directed.
17. Makes staff travel arrangements as directed.
18. Prepare legal notices requiring Board signatures.
19. Responsible for preparation of the Carbon County School District One Annual Report Card as well as making arrangements to have it published and distributed.
20. Prepare for Board Recognition for retiring staff and new staff.
21. Plans for Sundin Scholarship meetings.
22. Responsible for many of the social activities of Central Office, to include arrangements for American Education Week, National Teacher Appreciation Week, and receptions, etc.
23. Processes expulsion paperwork as directed by the Superintendent.
24. Coordinates all assembly's put on by the Superintendent with travel arrangements for speakers, refreshment arrangements for staff, and technology arrangements as needed.
25. Create and submit advertisements to the Daily Times, Radio Stations, etc. as needed.
26. Obtain and submits to the Board of Trustees letters from local banks to be designated as Official Depositories.

27. Track District's enrollment the last day of each month and distribute as necessary.
28. Submits Recreation Board Grant requests by obtaining superintendent's approval and the administrators and mailing the request to the Recreation Board secretary.
29. Compile a District committee packet with contact information for all district committees.
30. Compile information associated with the Meet and Confer Agreement between CCSD#1 Board of Trustees and CCDOTEA.
31. Distribute District Crisis Plan and Central Office Crisis Plan.
32. Process the proper paperwork and notification for Habitual Truants with the District.
33. Updates and distributes the District's staff and Administrator's handbooks.
34. Provide notary services for public and staff.
35. Sort, prioritize, and review Department of Education correspondences for the Superintendent/Board of Trustees.
36. Demonstrates willingness and ability to plan own work, keep occupied, make work improvements, offer constructive suggestions, help supervisor, other workers, etc.
37. Is open and honest concerning problems, thoughts and feelings about the job, the District, and confidential situations. Has mature, objective outlook when controversial situations occur. Uses basic principles to communicate and deal with situations that may arise from time to time.
38. Can self-correct when a problem is evident. Takes instruction as an opportunity to learn.
39. Other duties as assigned.

IV.

JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Competency in word processing, database, spreadsheets, record keeping, internet use, and appropriate software.
2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages
3. Ability to maintain information accurately.
4. Ability to work effectively with the public.
5. Ability to respond to needs of all employees in a polite and professional manner.
6. Ability to take direction from several Administrators/Board members.
7. Ability to contribute to a positive office relationship.
8. Present a professional image and dress appropriately.
9. Be proficient in use of Infinite Campus.

B. Education, License, Certification or Formal Training:

1. College degree or a minimum of 4 years' previous office experience preferred.

C. Equipment Used:

Uses technology associated with the 21st century executive position such as:

Keyboarding Skills	Telephone	Paper Shredder
Computer	Book Binder	Copy Machine
Calculator	Fax Machine	Postage Meter

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.
2. Some lifting of boxes and equipment.
3. Stress associated with deadlines.
4. Heavy paperwork load.
5. Sitting for prolonged periods of time.
6. Extensive use of technology.

E. Environmental Demands:

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual/unusual office routines and practices associated with a busy, productive office.
4. Numerous phone calls
5. Numerous interruptions

Nondiscrimination Statement:

Carbon County School District One does not discriminate based on race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debra Gaines

05/2010

12/30/14

9/13/17