

Douglas Public Schools

Job Description

The **Executive Assistant to the Superintendent** assists the Superintendent of Schools with duties and responsibilities associated with the efficient ongoing operations of the Superintendent's Office with primary duties associated with human resources and personnel files, preparation for school committee meetings, scheduling, and a wide array of ongoing duties and special projects. Serves as school district Public Records Officer.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non-exempt*.

REPORTING STRUCTURE:

The Executive Assistant to the Superintendent reports to the Superintendent of Schools..

QUALIFICATIONS:

1. High school diploma or GED required; Bachelor's degree, preferably in business, human resources or other related discipline preferred;
2. At least three years of executive assistant experience required, public school experience strongly preferred;
3. Reliability is essential and critical;
4. Ability to perform detailed work accurately and in a fast paced environment within strict deadlines;
5. Proficiency with Microsoft applications, particularly Excel, google Apps required;
6. Strong, organizational, problem solving, interpersonal and communication skills; attention to detail and ability to work on multiple duties simultaneously;
7. Ability to work effectively and efficiently in a fast paced environment;
8. Ability to work cooperatively, effectively, and responsively with all constituencies within the school and municipal communities, as well as with the public, is essential;
9. Ability to maintain confidentiality;
10. Ability to adapt to changing work priorities;
11. Ability to work as part of a team in a busy central office environment is essential to assuring that the overall work of the Superintendent's office is done in an accurate, responsive, and timely manner;
12. Ability to communicate effectively, both verbally and in writing; ability to handle stressful situations effectively;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assumes all clerical duties associated with human resource responsibilities including creating and posting for positions, creating letters for new hires, terminations, resignations, retirements, changes in positions, and assurance letters; maintaining personnel files, communicating with appropriate town departments regarding position changes;
2. Advertises for positions in School Spring and/or other appropriate venues in accordance with union contract and other requirements;
3. Tracking and verification of staff degrees earned; tracking and verification of staff seniority;
4. Responds to public information requests as required by MA general law;
5. Prepares and distributes reports, correspondence, and forms as required for the efficient operation of the central office, frequently of a confidential nature;
6. Maintains official bulletin board for all required postings;
7. Makes and confirms appointments and meetings as directed, schedules meeting space, and schedules and receives visitors;
8. Organizes and maintains both electronic and paper files of records and correspondence, including special projects;
9. Prepares and distributes agenda and backup materials for School Committee meetings; posts meetings in accordance with MA general laws;
10. Assists with special projects, such as School Committee policy work, to include tracking relevant updates, and producing and maintaining related policy documents;
11. Assists with budgeting by managing the purchase order process, including requisition entry, tracking expenditures, processing invoices, and providing relevant back-up information for the Superintendent's accounts and preparation of superintendent's office annual budget for review;
12. Accurately prepares official meeting minutes and submits to the School Committee for editing changes in a timely manner. Based on School Committee amendments, if any, makes necessary edits, and prepares and submits final official meeting minutes;
13. Accurately prepares and submits school choice and other state reports to DESE or other appropriate authority;

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14. Prepares and edits Annual Town Report documents provided by administrators and submits to the town in a timely manner;
15. Provides background information to the Superintendent for responses to inquiries from administrators, staff members, teachers, parents or students
16. Reviews and categorizes mail to prioritize materials, as well as to handle items that do not need the Superintendent's attention, or draft replies to correspondence, requests for information or reports
17. Makes arrangements for conferences, retreats, and meetings for the Superintendent;
18. Assist school secretaries, principals and other internal customers as required;
19. Complete MTRS and other retirement paperwork for teachers and administrators as required;
20. Serve as backup for assistance in business office, as necessary;
21. Work closely with Town departments as required;
22. Assist with internal and external audits as required;
23. Assist internal and external customers and provide excellent customer service;
24. Other duties or special projects as assigned by the Superintendent of Schools.

PHYSICAL WORKING CONDITIONS:

Work is primarily sedentary and performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, and occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus. The work may require occasional in-district travel among the district's schools and town offices.