



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	1	

JOB TITLE	CONTRACT REFERENCE
Executive Assistant	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	February 2010

JOB SUMMARY Serves as Executive Assistant to the Superintendent and the School Board to perform such duties as listed below.

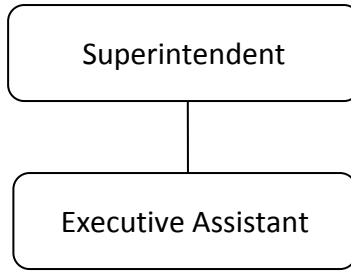
TASK NO.	FREQUENCY	BAND/GRADE
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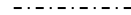
The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> Prepares agendas for Work Sessions, Business and Special School Board meetings. Records, creates and maintains minutes of School Board meetings. 	15% Monthly	B2
2.	<ul style="list-style-type: none"> Manages schedule for Superintendent including scheduling appointments and meetings, and screening phone calls. 	15% Daily	B2
3.	<ul style="list-style-type: none"> Composes, formats, and proofs letters, memos, and reports for Superintendent. 		
4.	<ul style="list-style-type: none"> Assists the Superintendent and Communications Coordinator with implementation of communication plan, including monitoring the district's website and printed materials. 		
5.	<ul style="list-style-type: none"> Monitors Superintendent budgets. 		
6.	<ul style="list-style-type: none"> Maintains the District's policy manual. 		
7.	<ul style="list-style-type: none"> Receives and responds to questions from school staff, parents, and community members concerning school issues, policies and procedures. 	10% Daily	B2
8.	<ul style="list-style-type: none"> Serves as Notary Public. 		
9.	<ul style="list-style-type: none"> Manages the School Board election process and is designated as the Elections Clerk for School Board 	3% Annually	B2

	elections.		
10.	<ul style="list-style-type: none"> Manages and maintains job descriptions and seniority lists for master contract agreements 		
11.	<ul style="list-style-type: none"> Creates staff directory. 		
12.	<ul style="list-style-type: none"> Manages and maintains master contract agreements and provides clerical support to School Board negotiations team. 		
13.	<ul style="list-style-type: none"> Completes State, Federal and other reports and surveys including collecting data, communicating information, and creating documents. Manages STAR personnel reporting to the State of Minnesota and Comparable Worth reporting to the Minnesota Office of Management and Budget. 	2% Annually	B2
14.	<ul style="list-style-type: none"> Manages Lane Change information for teachers 		
15.	<ul style="list-style-type: none"> Assists Superintendent, performs general office duties. 	15 % Daily	A1
16.	<ul style="list-style-type: none"> Other duties as assigned by the Superintendent. 	2% Daily	N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

High School Diploma, at least 5 years of Executive Assistant experience. High degree of aptitude and proficiency with personal computer applications including spreadsheets, word processing, and data base management. Experience working in a team environment with evidence of good written and verbal communication skills, of ability to interact positively with others, and exceptional organizational and time management skills.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS**DIRECT SUPERVISION****INDIRECT SUPERVISION****WORK DIRECTION****ADVISE/INFORM**

PHYSICAL FACTORS

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more.