

TITLE: Administrative Assistant to the Executive Directors
Elementary and Middle School Education

DEPARTMENT: Elementary School Education
Middle School Education

REPORTS TO: Executive Directors of Elementary and Middle School Education

POSITION SUMMARY: Provide administrative support to the Executive Directors of Elementary and Middle School Education, in their capacity as educational leaders, in responding to building, program, and community issues, and by meeting administrative compliance, while providing general resource information for ISD staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility, work effectively and independently under pressure, and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Performs a variety of administrative assistant duties and support functions to the Executive Directors.
- Receives phone calls and personal callers; uses knowledge of procedures and discretion to determine those which can be handled by the administrators' subordinates or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge.
- Interacts constructively with other administrators, staff, and community.
- Manages department budgets, supplemental contract records, purchase orders, payroll, and other financial decisions and records for the smooth functioning of the Elementary and Middle School Education Departments.
- Coordinates, organizes, and maintains calendars and meeting minutes for ongoing programs, projects and tasks in order to assure smooth project completion, timely deliverance of project, implementation of results, and retention of records.
- Identifies and communicates critical deadlines to the Executive Directors or other staff as directed.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate written materials, communications, reports, memoranda, agreements, letters, websites, and other written material for appropriate staff and stakeholders.
- Drafts, prepares and processes a variety of electronic communication, forms, memoranda, presentations, contracts, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames and record retention requirements.
- Researches, requests, assembles, and provides records responsive to requests and for review by supervisors.
- Provides administrative support to citizen/district committees and department meetings facilitated by the Executive Directors.
- Proof-reads and edits documents and other written materials to assure accuracy and completeness including correcting errors and omissions. Independently composes correspondence for supervisor's signature.
- Retrieves, creates, incorporates, and maintains existing files, in hard copy and electronically; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents and reports.
- Retrieves, stores, edits and prints documents as needed in accordance with financial, legal, and administrative guidelines and requirements.
- Maintains complex and confidential electronic and physical files and records.
- Researches and prepares reports and minutes. Coordinates meeting rooms, equipment and supplies for meetings.
- Maintains a working knowledge of CBAs, unrepresented contracts, government mandates, and operational regulations and guidelines.
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines.
- Uses technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames
- Utilizes various software and data base applications, including Skyward and WSIPC, Microsoft Word, Excel, and Power Point, to create reports and coordinate projects using technology.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Qualifying experience may substitute for educational requirements.

EXPERIENCE: At least 5 years as an executive assistant preferred. At least 3 years school district experience preferred.

Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate parent, staff and community issues.

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date