



**Job Title:** Executive Assistant to the Superintendent      **Exemption Status/Test:** Exempt  
**Reports to:** Superintendent      **Date Revised:** January 11, 2021  
**Dept. /School:** Superintendent's Office

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**Primary Purpose:**

Under general direction, performs highly responsible, confidential, and complex administrative assignments for the Superintendent of Schools. This position provides a wide variety of administrative support, analyzes requests and provides recommendations for action; communicates information on behalf of the Superintendent to the Board of Trustees, school district administrators, and outside governmental agencies. The position will effectively coordinate a variety of difficult, technical administrative functions, performs research and compiles information from a variety of sources. This would include by not be limited to the ability to collect and statistically analyze data for the superintendent's evaluation and goals.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree in Business or equivalent combination of education and experience  
Advanced education training desired  
Notary Public for Dallas County or eligible for commission

**Experience:**

Five (5) years of experience as an executive secretary  
Four (4) years of professional experience in business, education, or legal communications

**Special Knowledge/Skills:**

Ability to function independently  
Awareness of assigned area of expertise  
Knowledge of the District's organization, policies, and procedures  
Exemplary strategic and operational planning skills  
Knowledge of telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Demonstrated ability to prioritize tasks and coordinate multiple projects simultaneously  
Must possess strong organizational skills and general clerical skills  
Ability to compose routine correspondence and written materials independently  
Must have attention to detail and maintain accurate records  
Must be able to handle heavy workload with critical deadlines  
Flexibility to attend board meetings  
Excellent interpersonal skills, patience, and courtesy  
Ability to maintain professional standards of confidentiality with proven experience

**Major Responsibilities and Duties:**

**Management and Communication**

1. Manages office details by relieving the Superintendent of Schools of routine requests and matter.
2. Prepare bi-weekly communication to the Board of Trustees on behalf of the Superintendent.
3. Coordinate all materials needed for weekly Executive Council meetings.

4. Obtain required signatures on legal documents and distribute to appropriate parties.
5. Set up, manage, and maintain Superintendent's calendar as well as all travel arrangements.
6. Ability to perform routine phases of account and budget operations.
7. Prepare expense reports/reimbursements for Superintendent as well as any approved entity utilizing the Superintendent's budget.
8. Monitors designated budgets and expenditures, reviews for accuracy, and make adjustments and revisions as directed.
9. Prepare purchase orders and supply requisitions; monitor receipts of materials and invoices; processes mileage claims; oversees financial records.
10. Distribute materials as assigned by the Superintendent to the Executive council and Board of Trustees.
11. Maintain supplies and equipment for the office and operate office equipment.
12. Answer incoming calls and handle day to day request of the Superintendent.
13. Attends all regular and special Board meetings for the purpose of providing information, recording official minutes; coordinating materials distribution and/or supporting the needs of attendees.
14. Compiles data from a wide variety of diversified sources (e.g., staff members, Board Members, Community Organizations, government agencies) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.

### **Supervisory Responsibilities**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and wrist flexion/extension and overhead reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; periodically long hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.