



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Executive Assistant	Department: Superintendent’s Office	
Immediate Supervisor’s Position Title: Superintendent	FLSA Status: Non-Exempt	Classification Level: Grade 15
Job Summary: Under the direction of the Superintendent, the Executive Assistant is responsible for providing high level, confidential and administrative support functions for the Superintendent and members of the School Board. Duties and responsibilities of the position include assisting in the development and assembly of Board meeting agendas and Superintendent meeting agendas; attending all board meetings, taking and publishing minutes and resolutions; screening calls and visitors, managing the Superintendent’s calendar; providing assistance in resolving and addressing routine issues and problems not requiring the attention of the Superintendent; organizing and coordinating board election activities; handling and providing information to assist in the coordination of enrollment options and compulsory instruction compliance; and for maintaining and organizing the records and files within the Superintendent’s Office.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides high level confidential and administrative support to the Superintendent of Schools.
 - a) Organizes and assists the Superintendent’s work day.
 - b) Organizes and makes arrangements for meetings by contacting attendees, reserving space, preparing facilities, and assembling meeting handouts or other materials required.
 - c) Types confidential correspondence, letters, memos or other documents for the Superintendent.
 - d) Screens calls and mail for the Superintendent taking action to complete and provide responses/actions on the behalf of the Superintendent, as appropriate.
 - e) Performs general routine clerical tasks such as filing, faxing, copying, etc., as needed.
 - f) Answers and addresses questions and inquiries of the public or staff concerning policies, procedures, and general district information.
 - g) Updates school emergency closing contact numbers for media and distributes to administrators responsible for plan and updates district hotline and posts closing/late start/early dismissals to media.
 - h) Updates and maintains district home page, board policy manuals, board minutes, or other information on the website.
- Plans, organizes and makes arrangements for district wide events, meetings or gatherings such as employee service awards, employee retirement recognition, employee benefits fair, welcome back program, etc.
- Serves as the School Board Clerk by:
 - a) Assisting the Superintendent to prepare the monthly agenda, preparation, assembly and distribution of Board packets and supporting documents.
 - b) Provides information related to Board agendas, official activities and decisions to the School Board and Superintendent.
 - c) Provides advice on parliamentary procedures to the School Board.
 - d) Establishes and maintains a filing system for the Board of Education.



- e) Attends School Board meetings, prepares School Board meeting agendas, and records School Board actions.
 - f) Facilitates district policy review process by coordinating policy committee meetings, implements edits and presents changes for Board adoption.
 - g) Posts all legal notices and meeting schedules, meeting minutes, and maintains School Board archives in accordance with state law.
 - h) Coordinates meeting locations.
 - i) Coordinates with the City to broadcast public meetings.
- Serves as the district’s primary contact and resource for enrollment options and compulsory instruction compliance.
 - a) Provides information concerning the policies and procedures for open enrollment and options. Oversees open enrollment paperwork. Tracks all open enrollment students in/out of the district.
 - b) Coordinates Home School reporting.
 - c) Facilitates agreements between other districts to permit accurate student accounting/records.
 - d) Answers and addresses questions regarding home school instruction and state requirements on behalf of the Superintendent.
 - e) Maintains home school files, monitors records for compliance and resolves complaints or issues.
 - f) Collects non-public enrollment data from schools. Submits reports to the State of Minnesota accounting for compliance of all non-public district students.
 - Serves as the Elections Clerk.
 - a) Administers filing of election notices, candidate filing, ballot preparation, financial reporting, canvassing, and certification of election results.
 - b) Administers absentee voting, hires election judges, prepares taxpayer mailings, equips polling places, and maintains election archives as required by state law.
 - Trains employees on how to use website and assists staff in troubleshooting website issues. Assists departments with establishing and editing their pages on website. Maintains and uploads district forms on sites. Monitors social media for the district.
 - Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings as required.
 - b) Serves on the district’s Communications Committee. Participates in the planning, review, and coordination of various communication projects.
 - c) Assists in special projects, as appropriate.
 - d) Learns and is cross-trained in other administrative and support functions within the department/program/building.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Customer service and human relation skills in assisting, screening, handling and dealing with informational requests of both district staff and the public. • Using, applying, and performing word processing, database maintenance, web maintenance, spreadsheet creation and use of presentational, graphic programs or other office productivity software. • Coordinating, planning and organizing activities for board elections including the hiring of election judges, handling absentee ballots and the reporting of election results. • Applying basic math skills in adding, subtracting, dividing, multiplying, calculating percentages, ratios or averages or percentiles.
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	<ul style="list-style-type: none"> Organizing, making arrangements for and carrying out departmental projects, coordinating events and activities with minimal direction in accordance with established management, departmental operations, and work methods. Applying judgment, discretion and initiative in addressing job functions in accordance with policies, procedures and rules of the district and administrator directives.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Associate's Degree	
High school diploma or GED.				Major field of study or degree emphasis: Office Administration, Business Management, Accounting or related area	
1 year college	x	2 years college			
3 years college		4 years college			
1st year graduate level					
2nd year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Office principles and practices of office administration and organization. District organization, programs and administrative policies and procedures. Fundamentals of parliamentary procedures. Computers and related software. Website and social media maintenance. Fundamental or office organization, records retention and records management principles and practices. Data privacy, election, state open enrollment and home school laws. Election procedures and guidelines. District and Board procedures and policies Familiarity with office equipment, computers, general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.) 	
Doctorate level					

Required Work Experience in Addition to Formal Education/Training:
Minimum of three (3) years secretarial and administrative support experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None upon hire. Election Clerk Certification and Notary License required after employment.
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.