

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION**

**EXECUTIVE ASSISTANT TO SUPERINTENDENT/GOVERNING  
BOARD**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Superintendent's Office	C/4/1	Exempt

**CLASS SUMMARY:**

The Executive Assistant to the Superintendent and Governing Board is a stand-alone classification in the Superintendent's Office. An incumbent is responsible for serving as the executive and technical assistant in implementing and administering Governing Board policy, district procedures, rules and regulations.

Duties include coordinating the day-to-day administrative operations of the Superintendent's Office including Governing Board communications; meeting agenda planning and preparation; attending official meetings and taking/publishing minutes in accordance with public records requirements; researching, compiling and producing analytical reports, correspondence and other documents; scheduling and logistics for meetings, travel and events; budget and procurement administration; and general office administrative support tasks on behalf of executives and elected officials.

The Executive Assistant to the Superintendent and Governing Board is a stand-alone classification and is distinguished from other classes in that it works directly for, or on behalf of, the Superintendent and the Governing Board and serves as representative of the Superintendent's Office.

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Coordinates the Office of the Superintendent's activities including receiving, responding and/or routing concerns; reviewing and prioritizing work, delegating tasks and following up to ensure appropriate action; establishing procedures for completing tasks; preparing purchasing requisitions; and tracking budget, revenues and expenditures for the office.	Daily 25%	C/4
Coordinates and supports Governing Board activities including participating in agenda planning; preparing, assembling, posting and distributing agenda packets; attending meetings; taking, transcribing and publishing minutes; staffing board sub-committees as assigned; creating and maintaining legal records regarding Board actions; and ensuring all legal requirements and timelines are met for Board meeting notification, agenda publication and records management.	Daily 25%	C/4
Serves as the first point of public contact representing the Superintendent's Office and the Governing Board including responding to concerns from the community, parents and students;	Daily 25%	B/2



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<p>handling calls and providing information based on District policy and procedures; routing calls/concerns to appropriate parties as warranted; and following up to ensure concerns have been addressed or determining if concerns need to be escalated. Provides executive support to the Superintendent and Governing Board members including calendar management, coordinating meeting and event scheduling/logistics; scheduling and processing travel arrangements; preparing correspondence; filing; and maintaining records.</p>	<p>Daily 15%</p>	<p>B/2</p>
<p>Researches, compiles and analyzes data; prepares reports, correspondence, presentations, agenda materials and other documents from original research or drafts.</p>	<p>Daily 10%</p>	<p>C/4</p>
<p>Performs other duties of a similar nature and level as assigned.</p>	<p>As Required</p>	

**Training and Experience:**

Associate's degree in business administration or related field and three years of experience providing executive support requiring a high level of confidentiality and independent judgment; experience in an educational environment or other public sector experience is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- None.



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**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Techniques and methods for organizing, prioritizing, assigning and monitoring work assignments;
- Practices and methods of coaching and leading the work of others;
- Principles and practice of modern budget administration and procurement;
- Principles and practices of public sector agenda processes, board processes;
- Principles and methods of qualitative and quantitative research and analysis;
- Principles and applications of critical thinking and analysis;
- Principles and applications of public information management;
- Customer service principles;
- Specialized equipment relevant to area of assignment; and
- Modern office technology.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Training and coaching staff;
- Coordinating deadlines, prioritizing work demands and assigning/monitoring work;
- Gathering data, analyzing findings, and applying logic and reason;
- Authoring and preparing original reports, documents and presentations;
- Interpreting and applying laws, codes, regulations and standards;
- Providing customer service;
- Interpreting, monitoring and reporting financial information;
- Utilizing a computer and relevant software applications; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

**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. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Working Conditions:**

Work is routinely performed in an indoor, office environment.

**Class History Information:**

Prepared by Gallagher Benefit Services, Inc. 2.25.19

**NOTE:**

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

