



## Job Description

**Job Title:** Executive Assistant to School Board & Superintendent

**Supervisor:** Superintendent

**Job Classification:** Non-Exempt

**Pay Grade:** 31

**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing administrative tasks in support of Newport News Public Schools Board members and Superintendent. This position interacts daily with elected officials, senior executives, and the general public on a wide range of topics and initiatives.

### Essential Duties

1. Provides administrative support to School Board members, Superintendent and Superintendent's Office.
2. Serves as a liaison with the Legal Director on matters germane to the business of the School Board and Superintendent's Office. This includes preparation of legal updates for the School Board.
3. Accurately and effectively prepares School Board resolution documents.
4. Prepares communications concerning appointments to the Superintendent's advisory committees.
5. Maintains working knowledge of School Division Policies and Procedures to effectively respond to inquiries from local and state officials, and School Board members.
6. Assists the Superintendent with the facilitation of various community organizations to include minister and community round tables. This will include organizing meetings and events throughout the City of Newport News.
7. Performs a variety of clerical tasks such as document distribution, processing of forms, document filing, prepares School Board packets, maintaining various ledgers/logs, and organizing meeting schedules.
8. Coordinates incoming mail, web and phone inquiries for the School Board and Superintendent's office and assigns/routes to appropriate administrators.
9. Attends all regular and special School Board, Senior Staff and town meetings.
10. Prepares agendas for printing and distribution for regular and special School Board meetings, public hearings and Senior Staff meetings to include set up and operation of recording equipment for School Board meetings and public hearings.
11. Leads recognitions and acknowledgements during regular monthly School Board Meetings.
12. Prepares detailed minutes for all regular and special session School Board meetings utilizing transcription equipment.
13. Proofreads documents for accuracy and proper adherence to office policy. Maintains School Board and school division files, as well as various files for the Superintendent.
14. Develop, update and maintain online policies and procedures and School Board Manual pages.
15. Orders supplies and prepare purchase requisitions and registrations for School Board members and Superintendent's Office.
16. Make travel arrangements for School Board members and Superintendent.
17. Serves as back up to Executive Assistant to the Superintendent performing all necessary functions when required.
18. Often mentors other clerical staff
19. Maintains confidentiality in all matters.
20. Models nondiscriminatory practices in all activities.
21. Performs any other related duties as assigned by the Superintendent or other appropriate administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of standard high school diploma and completion of two years of college work, or any combination of experience and training which will provide the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques; and the knowledge of business English, spelling and math. Excellent computer skills, to include proficiency with Microsoft Office, spreadsheet and/or databases software. Ability to understand and follow verbal and written instructions. Demonstrated judgment, customer service and organizational skills. Ability to meet deadline requirements within a stressful environment and function effectively with other staff members to complete all necessary tasks.

**Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Executive Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

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Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

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Signature

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Date

Revised 03/2025 jsa