

Job Description

Job Title: Executive Assistant to the Superintendent

Supervisor: Superintendent

Job Classification: Non-Exempt

Pay Grade: 30

Contract Length: 245 Days

Job Summary

Position provides support to the Superintendent in the execution of the daily operations of the school division. This position provides a wide variety of complex and confidential administrative and secretarial support for the purpose of assisting the Superintendent in the successful planning, implementation, and maintenance of division programs; maintains and coordinates the Superintendent's calendar, engagements, and travel; analyzing requests, drafting correspondence and responses to community inquiries; facilitating communication of information to the NNPS community on behalf of the Superintendent.

Essential Duties

1. Provides assistance to the Superintendent to support the daily operations of the school division.
2. Ensures that the Superintendent remains informed and up to date on any occurrences that demand the Superintendent's attention.
3. Maintains a wide variety of complex manual and electronic documents, files and records for the purpose of providing current information and/or historical reference in accordance with established NNPS policies, administrative guidelines, and legal requirements.
4. Monitors a variety of activities on behalf of the Superintendent for the purpose of achieving goals and meeting target dates in compliance with established policy, guidelines, and regulatory requirements.
5. Maintains the Superintendent's calendar to ensure that the daily schedule runs smoothly.
6. Prepares written materials to include but not limited to correspondence, agendas, minutes, event programs, bulletins, and reports for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
7. Schedules and facilitates travel arrangements and accommodations for the Superintendent.
8. Completes research for the Superintendent on a variety of topics to develop and support recommendations in the areas of policy, practice, education code, agenda items, parental complaints, legal updates and the like.
9. Responds to calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
10. Facilitates and participates in a variety of meetings, workshops, and trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
11. Serves as a backup to the Executive Assistant to the School Board and Superintendent performing all necessary functions when required.
12. Will stay current on news, trends, and other topics germane to the business of the school division for the purpose of providing standard responses to community inquiries on behalf of the Superintendent.
13. Performs other such duties as may be required.
14. Models non-discriminatory practices in activities.

(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)

Requires completion of high school, business school training or completion of two years of college, or any equivalent combination of experience and training, Bachelor's degree preferred. A minimum of 10 years direct

administrative, secretarial, and clerical support including progressive advanced level leadership support is required. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must have ability to exercise professional decorum. Excellent communication skills both verbal and in written are required with an ability to communicate effectively and professionally across all levels of school division staff to include senior staff, advanced leadership, School Board members, and non-school division officials and dignitaries. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Ability to complete routine memos and letters from general instructions. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Must possess the ability to establish and maintain effective working relationships.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. 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. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

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 Executive Assistant to the Superintendent will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 08.2023.jsa