Position Title: Executive Assistant - Deputy Superintendent for Academics and Secretary to the Board
Prepared Date: 12/16/2021

JOB GOAL:
Under general direction, provides high-level support for the Deputy Superintendent for Academics and School Leadership, performing a variety of responsible and confidential secretarial, technical, and administrative functions. Further, the incumbent of this position will assist the School Board by providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Board as directed.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contracts, Pay 802 Grade 12, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Bachelor’s degree from a college or university required.
2. One and a half (1.5) years of LRSD relevant work experience may be substituted for one year of the required education. (Ex: 6 years of LRSD experience equates to a four-year college degree).
3. Knowledge of secretarial procedures and office management techniques; correct English and grammar, punctuation, spelling, and proofreading; record-keeping and filing systems; general finance and accounting principles
4. Skill and ability to communicate effectively, both verbally and in writing, with diverse groups including top-level administrators and Board members; prepare concise and accurate written communications; prepare documents and complete work assignments; exercise analytical and independent judgement; set up and maintain database files; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies and procedures relating to Administration office operations; accurately record/transcribe meeting minutes; identify and research sources of data in the community to obtain information; maintain cooperative working relationships.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.
Little Rock School District

JOB DESCRIPTION

1. Serves as principle executive assistant to the Deputy Superintendent for Academics and School Leadership, preparing correspondence, screening telephone calls, maintaining calendars, setting up meetings, and making travel arrangements. Performs general office administration to include, but not limited to, scheduling appointments, correspondence routing and distribution of administrative matters, and maintaining a correspondence filing system.

2. Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) to provide information and/or recommendations and/or address a variety of administrative requirements.

3. Responds to a wide variety of calls, concerns and/or complaints to resolve problems, provide information, and/or referring to appropriate personnel.

4. Supports the Deputy Superintendent, the Board of Education, and other assigned administrators to assist with their functions and responsibilities.

5. Responsible for the preparation, maintenance, and submission of personnel time and attendance reports. Prepares payroll documents for staff reporting to the Deputy Superintendent and ensures the accuracy of all records and reports submitted.

6. Maintains accurate records for travel reimbursement and provides an accurate report of reimbursement to the Finance and Accounting Department for payment.

7. Maintains confidentiality with regard to all issues.

Duties to the Board

1. Coordinates activities to support the School Board and task forces as assigned. Be available to work a flexible schedule.

2. Compiles data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, government agencies, etc.) to prepare reports, make recommendations; and/or prepare information for the assigned administrator.

3. Coordinates the scheduling of personnel hearings and a wide variety of projects, activities, and/or events for the Board (e.g. board agenda, meetings, receptions, luncheons, workshops, travel/accommodations, etc.) to complete activities and/or deliver services in accordance with district policy and mandated requirements. Attends all Board Meetings and other events as assigned. Participates in a variety of meetings, workshops, and/or trainings to provide or receive information, record minutes, and support the needs of the attendees.

4. Prepares a wide variety of complex written and electronic materials (e.g. correspondence, Board Meeting agendas, minutes, event programs, bulletins, reports, etc.) to communicate information and/or create documentation in compliance with established guidelines.

5. Performs all other tasks necessary to ensure that Board members and staff have the information and materials required for successful meetings.
Little Rock School District

JOB DESCRIPTION

6. Acts as the backup to the Senior Executive Assistant to the Superintendent including but not limited to developing the monthly agenda for the Board of Directors' meetings as well as the NOVUS agendas of all special meetings.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.