EXECUTIVE ASSISTANT to the SUPERINTENDENT, ASST SUPERINTENDENT

QUALIFICATIONS:

I. **Education/Certification**: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills**:

   I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.

   II. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

   III. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

   IV. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

   V. Demonstrated technology skills.

   VI. Must be team oriented with excellent interpersonal and communication skills.

   VII. Must be willing to participate in ongoing in-service training as requested.

III. **Experience**: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To assist the Superintendent of Schools, Assistant Superintendent, Business Manager, and the School Board in developing and maintaining the best possible programs and services for students and staff and the overall efficient operation of the district.

PERFORMANCE RESPONSIBILITIES:

I. Assist the Superintendent, the Assistant Superintendent, Business Manager, and School Board in general administrative operations by serving as the Executive Assistant while maintaining confidentiality at all times.

II. Maintain a friendly, welcoming, and professional atmosphere in the Central Office.

III. Report regularly to the Superintendent any developments or challenges within the school system which may require awareness or action.

IV. Prepare, submit, and maintain all local, State and Federal reports, as required, including updating the required information and reports for NEO.

V. Prepares, distributes and maintains all School Board agendas and minutes. This includes: collection of relevant data through incoming correspondence and from district administrators and staff, and use of notes and recorded video to outline meeting minutes for formal approval and public posting in a timely manner.

VI. Maintain the School Board's Policy Manual, in hard copy and on the district website, in collaboration with the Assistant Superintendent. Prepare policies as directed for Policy Committee meetings and School Board presentations.

VII. Scheduling of district meetings, posting of agendas/minutes, routing materials.

VIII. Maintain portions of the district's web site, including District Google calendars, and in conjunction with the Cape Elizabeth webmaster.

IX. Update and monitor district social media accounts and postings.

X. Process incoming correspondence and flag priority/sensitive information in order to expedite. Place, receive, screen and route phone calls and other correspondence.

XI. Composition of various letters or memoranda in the administrator's name, as instructed, in addition to keyboarding correspondence already composed by administrators.

XII. Schedule appointments and coordinate arrangements for meetings/conferences.

XIII. Collaborate with HR to collect pertinent information to compose and place job postings internally and externally and in accordance with pertinent bargaining agreements and assist with the application and interview process as needed.

XIV. Collaborate with HR with oversight of hiring, on-boarding of new staff, leaves of absence, resignations, and retirements.

XV. Order supplies as requested and track budgets.

XVI. Establish and maintain office filing systems.

XVII. Maintain the School Department's job descriptions. File hard copy and disseminate updates electronically.

XVIII. Schedule all requests for the Wm. Jordan Conference Room in Town Hall.

XIX. Assist the Superintendent with annual staff recognition and district opening and closing meetings.

XX. Serves as the District's Homeless Liaison (McKinney-Vento).

XXI. Performs such other tasks and assumes such other responsibilities as the Superintendent, the Assistant Superintendent, the Business Manager, and School Board may, from time-to-time, assign or delegate.

XXII. Duties of this position may occasionally occur outside of the typical workday.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy/fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salaried employee for 260 days per year.

Compensation in accordance with recommendations established by the Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

- December 12, 2006

Revised:

- September 8, 2015 *(name changed to Confidential Secretary; replacing Administrative Assistant to the Superintendent)*
- February 8, 2022

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