

## Job Description

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

**Supervisor:** Superintendent

**Pay Grade:** 31

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing administrative and secretarial 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.

### **Essential Duties**

1. Provides administrative support to School Board members, Superintendent and Superintendent's Office.
2. 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.
3. Coordinates incoming mail, web and phone inquiries for the School Board and Superintendent's office and assigns/routes to appropriate administrators.
4. Open, sort and prepare mail for School Board members.
5. Attends all regular and special School Board, Senior Staff and town meetings.
6. Prepares agendas for printing and distribution for regular and special School Board meetings, public hearings and Senior Staff meetings.
7. Sets up and operates recording equipment for School Board meetings and public hearings.
8. Prepares detailed minutes for all regular and special session School Board meetings utilizing transcription equipment.
9. 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.
10. Develop, update and maintain online policies and procedures and School Board Manual pages.
11. Orders supplies and prepare purchase requisitions and registrations for School Board members and Superintendent's Office.
12. Make travel arrangements for School Board members and Superintendent.
13. Compose correspondence and take dictation.
14. Serves as back up to Executive Assistant to the Superintendent performing all necessary functions when required.
15. Often mentors other clerical staff
16. Maintains confidentiality in all matters.
17. Models nondiscriminatory practices in all activities.
18. 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 \_\_\_\_\_ Date \_\_\_\_\_

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

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 01/19 CR