

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university. Professional administrative experience can be substituted on a year-for-year basis for the required college degree.
- (2) Minimum of seven (7) years experience in all aspects of professional administrative experience.
- (3) Possess understanding of county, state and federal laws as it relates to the Escambia County School District and more specifically, the Office of Superintendent of Schools.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate experience in coordinating all functions and activities as they relate to the Superintendent, School Board, Senior Staff, District Staff, and School-Based Administrators; must have a clear understanding of the Superintendent's vision and philosophy to effectively communicate his directives; must have a clear understanding of all State, District and Board policies; must serve as Executive Secretariate for the School District.

REPORTS TO:

Superintendent of Schools

JOB GOAL

To assist the Superintendent in carrying out his vision for the District.

SUPERVISES:

College Student

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate the Superintendent's schedule and prepare materials as needed.
- * (2) Represent the superintendent at various meetings or public functions and attend meetings as directed by the Superintendent.
- * (3) Coordinate various work assignments for Senior Staff.
- * (4) Draft speeches and letters for the Superintendent for his review.
- * (5) Coordinate all meetings for the Superintendent with national, state and local officials, School Board Members, Staff, members of the community and public agencies.
- * (6) Responsible for follow-up action on all decisions made during meetings (attended at the direction of the Superintendent), for tracking the implementation of these actions.
- * (7) Supervise the college student and coordinate office activities with the Administrative Secretary to Staff Services.

Inter/Intra-Agency Communication and Delivery

- * (8) Communicate effectively with staff and community members.

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (Continued)

- * (9) Keep Superintendent informed of potential situations or unusual events.
- *(10) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Provide for a safe and secure workplace.
- *(13) Model and maintain high ethical standards.
- *(14) Maintain confidentiality regarding all matters.
- *(15) Maintain positive relationships with Staff.
- *(16) Participate in workshops and training sessions as required.

System Support

- *(17) Prepare all required reports and maintain all appropriate records.
- *(18) Follow all School Board policies, rules and regulations.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – Pay Grade 6

Date of Board Approval: January 18, 2005

Date of Revision: November 15, 2011