

Vail School District Job Description

Job Title: Executive Secretary/Administrative Assistant

Department: Superintendent's Office

Reports To: Superintendent and/or Governing Board

FLSA Status: Exempt

Level: 22

SUMMARY: Perform secretarial and clerical work for the Superintendent and the School District Governing Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide secretarial and clerical support to the Superintendent and/or the Governing Board.

Prepares Governing Board packets.

Post and distribute Board meeting agendas and notices.

Attend Governing Board meetings and transcribe meeting minutes.

Publish and distribute the Board newsletter (FYI) for each meeting.

Completes district administration correspondence, reports and related materials in appropriate form.

Creates district forms as needed.

Prioritizes office and district projects. Maintains a schedule of completion.

Sort and distribute incoming and outgoing correspondence.

Schedule appointments.

Assist with incoming phone calls from staff, parents, and general public.

Serves as the chief clerical employee in the district office.

Reviews incoming mail for the superintendent and board, attaching additional file material needed. Routes other items to appropriate offices.

Establishes and maintains district files.

Serves as the guardian of the school district administration/school board materials and historic files.

Makes appointments for the superintendent. Maintains daily calendar schedule, avoiding overloading and excessive waiting time. Schedules district meetings, arranges for location, and notifies attendees.

Receives visitors to the district office and offers assistance.

Answers phone calls and provides both general and specific information.

Posts the meeting schedule for the governing board regarding all meetings, both public and executive.

Makes travel and accommodation reservations for out-of-town conferences or meetings for superintendent and school board members.

Complete and distribute additions or changes to the VSD policies and procedures adopted by the Governing Board.

Act as a liaison between the public/staff and the Superintendent and Governing Board.

Research requests from the public and staff, compile facts and inform Superintendent and/or Governing Board.

Assist with files and correspondence concerning Superintendent and/or Governing Board.

Serve as the Custodian of Records for public meetings IAW ARS.

Assist with special projects.

SUPERVISORY RESPONSIBILITIES

This position supervises the work and duties of subordinate personnel assigned to the Superintendent's office.

QUALIFICATIONS 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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.

The noise level in the work environment is usually moderate.