

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2024

SECTION I: GENERAL INFORMATION

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| Position Title: Executive Assistant to the Superintendent and the Board of Education | Department: Superintendent's Office |
| Immediate Supervisor's Position Title: Superintendent of Schools | FLSA Status: Exempt |
| Band/Grade/Subgrade: C-5-3 | Bargaining Unit: Confidential |
| Job Summary: The executive assistant provides professional administrative support for the Superintendent and the Board of Education (board). The executive assistant organizes and performs administrative work at a high level with minimal supervision. The executive assistant is integral to the school district's daily administrative operations and communications. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Provide exceptional administrative support to the superintendent and board in managing the overall operations of the school district. |
| Percent of Time: | 30% | |
| Tasks involved in fulfilling the above duty/responsibility: <ul style="list-style-type: none"> ● Assisting the superintendent in general administrative operations. ● Developing and processing confidential data and information regarding district operations, negotiations, and personnel management. ● Interpreting district policies, guidelines, and directives for staff, administration, and the public when appropriate. ● Acting as a direct liaison to the board in the superintendent's absence when immediate board action is required. ● Serving as a liaison for the school board and superintendent in community contacts. ● Performing complex administrative work with minimal direction and supervision. ● Screening, prioritizing, and managing incoming and outgoing communication for the superintendent and board. ● Drafting and revising communication for the superintendent as requested. ● Maintaining a diplomatic and helpful disposition when interacting with the public, district staff, and board. ● Reporting regularly to the superintendent on any developments or problems within the district requiring the superintendent's awareness or action. ● Coordinating, attending, engaging in, and maintaining appropriate records for the superintendent's administrative team meetings. ● Maintaining the district's policy website, ensuring the most updated policies are promptly posted after board approval. ● Processing purchase orders and other financial processes for the superintendent and board. ● Assisting in operating the district's communication systems for emergency and weather-related closings and general inter-district communications from the superintendent and board. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Coordinates the preparation and assembly of board meeting materials, agendas, and packets, and completes post-board meeting tasks. |
| Percent of Time: | 30% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> ● Preparing, organizing, assembling, distributing, and posting board agendas and supporting documentation to board members, administrators, local media, the district website, and the public. ● Supervising the preparation of the board meeting site. ● Attending board meetings and taking minutes. ● Preparing official minutes, arranging for the publication of approved minutes as required by law, and following up on board decisions included in the consent agenda and items for individual action. ● Posting approved minutes, meeting videos, and radio interviews on the district website. ● Communicating board decisions/policy changes to appropriate staff. ● Researching and responding to questions or requests by board members, staff, or community members. ● Providing advice regarding parliamentary procedures to the vice chairperson. ● Developing and posting/publishing a calendar or schedule of board events. ● Providing historical information related to board agendas, official activities, and decisions to the board and superintendent. | | |

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Plans, organizes, prioritizes, and executes complex administrative and/or research projects and functions as assigned by the superintendent or board. |
| Percent of Time: | 30% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> ● Completing special projects and reports and compiling data as directed by the superintendent. ● Providing assistance and information to candidates and new board members and developing new board member orientation materials. ● Preparing staff and family newsletters as instructed by the superintendent. ● Preparing draft policy updates for the policy committee as directed by the superintendent. ● Writing and daily monitoring of social media posts and other digital communications for and about the district. ● Ensuring that school district reports for the superintendent and board are prepared correctly and promptly. ● Managing district responsibilities for school board and referenda elections. ● Communicating with school attorneys, local and state agencies, and the press. | | |

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Plans and coordinates special board and administrative functions within the budget assigned. |
| Percent of Time: | 5% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> ● Plans/schedules time, facilities and equipment/services for meetings, workshops, special events, receptions, etc. ● When appropriate, develop and arrange for distribution of invitations to special events. ● Makes travel plans (hotel reservations and registration) for conventions and conferences for superintendent and school board. ● Calculates and collects funds required for meetings and notifies the public if required. | | |

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | 5% | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | |
| less than high school diploma | | Bachelor's Degree required. | | |
| High school diploma or GED. | | Major field of study or degree emphasis: Business, Communications, Organizational Policy, Education, or related field. | | |
| 1 year college | | | | 2 years college |
| 3 years college | x | | | 4 years college |
| 1st year graduate level | | | | |
| 2nd year graduate level | | Essential dispositions, specialized subject knowledge, and leadership skills required to perform the essential functions of the job. | | |
| Doctorate level <ul style="list-style-type: none"> ● Building, maintaining, and rebuilding (when necessary) trusting relationships with all district staff, students, families, and the community. ● Effective writing and editing skills. ● Diplomatically addressing sensitive and controversial issues. ● Applying judgment in difficult situations. ● Committing to continuous improvement. ● Learning and applying school and related laws, district policies, procedures, and functions. ● Maintaining confidentiality. ● Technology and mathematical proficiency for job-related tasks. ● Using digital communications for public relations. ● Working independently with minimal supervision. ● Gathering and analyzing information through various methods. ● Planning, prioritizing, and organizing complex functions. ● Completing work accurately and reliably. ● Resolving interpersonal conflicts and motivating others. ● Problem-solving skills. ● Using parliamentary procedure and Robert's Rules of Order for board business meetings. ● Cultural competency to effectively serve district staff, students, families, and community members from diverse backgrounds. | | | | |
| Required Work Experience in Addition to Formal Education/Training: Five years of applicable experience as determined by the superintendent. | | | | |
| Required Supervisory Experience: Preferred but not required. | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required: <ul style="list-style-type: none"> ● Notary Public (within one month of hiring) | | |

| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | |
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| Titles of Positions Directly Supervised | # of Employees |
| 1 Not applicable | 0 |
| TOTAL | 0 |

| INDIRECT SUPERVISION: | |
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| Number of employees indirectly supervised: | Total: 0 |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | This classification works in a typical school district office and performs work of a primarily administrative nature. The responsibilities of the work may involve some disagreeable human interactions on contacts. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| <u>Employee is required to:</u> | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | x | | |
| Walk | | x | | |
| Sit | | | | x |
| Use hands dexterously (use fingers to handle, and feel) | | | | x |
| Reach with hands and arms | | | x | |
| Climb or balance | x | | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | | | x |
| Taste or smell | | x | | |
| Physical (lift & carry): up to 10 pounds | | x | | |
| Physical (lift & carry): up to 25 pounds | x | | | |

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| Physical (lift & carry): up to 50 pounds | x | | | |
| Physical (lift & carry): up to 75 pounds | x | | | |
| Physical (lift & carry): up to 100 pounds | x | | | |
| Physical (lift & carry): more than 100 pounds | x | | | |

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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
| Physical requirements associated with the position can be best summarized as follows: |
| <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.</p> |

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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| This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. | |
| _____ | _____ |
| Supervisor's Signature | Date |
| _____ | _____ |
| Human Resource's Signature | Date |
| Classification History: Last updated September 2024 | |