

**Roswell Independent School District  
Job Description**

**Job Title: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**Reports To: SUPERINTENDENT**

**Primary Purpose:**

Under administrative direction of Superintendent and RISD Board of Education. Responsible for coordinating and providing administrative and secretarial support to the Superintendent and the School Board.

**Essential Duties and Responsibilities:**

1. Prepare, assemble, and distribute information for the Board meetings including but not limited to the preparing notices, recording and, transcribing of minutes of meetings.
2. Publish Board Notices and Agendas on district web page according to mandated deadlines.
3. Assemble attachments and prepare weekly digest information to be hand delivered to board members.
4. Maintain permanent records of Board Meetings and minutes as mandated by statute.
5. Immediately notify board members individually by telephone or e-mail of any unusual incident occurring within the school district.
6. Serve as Custodian of Public Records for the school district.
7. Type correspondence, reports, agendas, minutes, memorandums and forms as directed by the Superintendent or Board. Maintain files and records as required.
8. Screen and route telephone calls and mail to proper office.
9. Set appointments, maintain calendar and arrange meeting facilities. Collect, prepare and distribute information necessary for scheduled appointments or hearings.
10. Attend meetings on behalf of the Superintendent when requested.
11. Organize and maintain office files including confidential material, archives, and other historical information.
12. Coordinate travel arrangements for the Superintendent and/or Board members. Process all areas of travel including but limited to accommodations and travel forms.
13. Maintain office equipment and supplies; inventory and process work orders.
14. Receive and research complaints and refer to the appropriate individual.
15. Monitor and edit district web page.
16. May be required to pick up materials
17. May be required to arrange special functions, including luncheons, award ceremonies or social service projects.
18. May be required to arrange translation of documents or conversations into a second language for parents or staff.
19. Knowledge of computer systems, including data bases and word processing programs.
20. Personal and professional task management through the use of technology.
21. Maintain confidentiality in sensitive matters.
22. Report to work on time and work no less than 7 hours per day.
23. Work independently with very little supervision.
24. Be flexible and able to prioritize, able to multi task and maintain accurate and detailed records.
25. Attempt to deescalate parents/students/staff, listening/visiting with them about their concerns prior to them meeting with administrators.
26. Perform other related duties/functions as assigned by the Superintendent.

**Supervisory Responsibilities:**

Supervise superintendent's office staff.

**Qualifications:**

1. High School diploma or GED
2. Minimum of Associate Degree
3. Valid Drivers' license and Car Insurance.

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (CONT'D)**

4. Two years of college plus five years' experience in an administrative secretarial position, at least two of which are in an educational environment.
5. Tape recording and transcription devices.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), reaching climbing, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

This is a 12 month (242 days) position and salary to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**