

Litchfield School District - SAU 27

POSITION TITLE: EXECUTIVE ASSISTANT TO THE DISTRICT AND SCHOOL BOARD

Job Description Approved By: *Litchfield School Board*

Date: *5/19/2021*

General Purpose: To provide support to the Litchfield School Board and District Management.

Reports to: Superintendent of Schools

Supervises: N/A

POSITION DUTIES AND RESPONSIBILITIES:

The work performed is under the direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. Except as specifically noted, the following functions are considered essential to this position:

School District Office

- Serves as the point of contact for the District office, screening and directing visitors and calls, and distributing correspondence.
- Provides support to the Superintendent as assigned.
- Provides support to District Directors as assigned.
- Attends and participates in District committee meetings as assigned including taking notes and generating meeting minutes.
- Prepares materials (e.g. warrant articles, explanation of warrant articles, election ballot) for School District Annual Meeting (Deliberative Session).
- Attends School District Annual Meeting as assigned to take notes, generate meeting minutes and election results reports in compliance with district policy and applicable regulations.
- Maintains and updates the District website and content.
- Works with Facilities Director on Administration of the Facilities Use Software and coordination of security.
- Updating of manuals / handbooks (ie: volunteer, substitutes).
- Coordinate volunteer procedures and processing.
- Coordinate notification for reasonable assurance for Substitutes.
- Assist Human Resources Director with Employee Training.
- Attends workshops, seminars and professional development courses related to duties of the position.

School Board

- Prepares School Board agendas and informational packets for members as well as attendees in advance of meetings and maintains document files.
- Posts public meeting and other notices in compliance with district policy and applicable regulations.
- Attends School Board meetings as assigned to take notes and generate meeting minutes in compliance with District policy and applicable regulations.
- Provides project level support for School Board initiatives, as assigned, including policy research.
- Attends and participates in School Board sub-committee meetings as assigned, including to take notes and generate meeting minutes in compliance with district policy and applicable regulations.
- Maintains Right-to-Know and official record retention documents of the School Board meetings and sub-committee meetings for the District in compliance with district policy and applicable regulations.
- Maintains and updates the School Board and Board sub-committee web pages and content.
- Performs other tasks and assumes other responsibilities as assigned by supervisor(s).

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by the Superintendent in accordance with School Board policy.

TERMS OF EMPLOYMENT:

At-will, Exempt full time, year-round. Salary established by the School Board.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- Two to four (2-4) years of clerical/office experience preferred.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern office and business procedures, practices and equipment.
- Thorough knowledge of software applications including Google Suite, Microsoft Office Suite and Adobe.
- Ability to manipulate through the Internet and technology, including the ability to perform complex searches on the Internet
- Ability to maintain confidentiality at all times.
- Ability to remain calm in difficult situations.
- Ability to manage multiple tasks simultaneously.
- Experience with recording minutes of official meetings via technology and transcription of minutes from recorded notes.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

LICENSURE AND CERTIFICATION REQUIREMENTS: None

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, copy and FAX machine, postage meter.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. School Board Meeting room table and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>											
Sit	<u>1</u>	2	3	4	5	<u>6</u>	7	8	<u>1</u>	2	3	4	5	6	<u>7</u>	8				
Stand	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8				
Walk	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8				

**Work Performed: Inside: 100%
 Outside: 0%**

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

General office environment.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Position requires a flexible work schedule to allow for attendance at evening meetings within the authorized work week hours.

Applicants will be subjected to a criminal background check required by state law.