

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Executive Assistant

Department: Central Services-Gracey

Date: December 2019

Reports To: Director of Schools

Grade: K

Purpose of Job

The purpose of this job is perform secretarial/administrative functions and to provide general support to the Superintendent/Director of Schools and the School Board. Duties and responsibilities include preparing, reviewing, disseminating and/or filing correspondence and reports; attending/recording details of School Board meetings; screening calls; receiving, processing and distributing mail; organization and scheduling of appointments and meetings; internet communications and research; and providing general support to the Superintendent/Director of Schools and the School Board.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Attends School Board and related meetings. Coordinates all Board meeting information and prepares agendas and associated documents for distribution. Records and transcribes Board meeting minutes and ensures minutes and documents are stored appropriately. Serves as Board liaison. Records Board member meeting attendance and prepares monthly report to request payment for same.

Prepares annual School Board calendar for approval of the Director of Schools and School Board.

Prepares and distributes weekly information from Director of Schools to Board members and ensures Board members are informed of meetings and event dates.

Assists Board members with registrations, travel arrangements, and appropriate leave/reimbursement forms for state-required trainings, School Boards Association meetings and events, and National School Boards Association conferences.

Assists Board members with Tennessee School Boards Association boardmanship program requirements.

Annually updates and distributes information for School Board member manuals.
Maintains Board policies and policy monitoring reports.

Ensures Board information is updated on the CMCSS website and agendas and minutes are posted.

Ensures Board meetings are posted to the calendar of events on the CMCSS website, are posted for public reference at the central office reception desk, requests posting to County Public Calendar, and notifies County Commission School Liaison Committee members as well as other Board packet recipients of Board meeting dates.

Assists with annual budget preparations for Director of Schools and School Board accounts.

Prepares conference/event registrations and itineraries, makes travel arrangements, and prepares expense reimbursements for Director of Schools and other staff for system-related events.

Schedules appointments and meetings and ensures the calendars for the Director of Schools are up to date.

Prepares timesheet and leave forms for the Director of Schools.

Assists the Director of Schools and staff members with preparations for various communication group meetings.

Assists Chief of Staff with weekly agendas for Senior Leadership Team meetings and prepares monthly SLT recap report to Director, Continuous Improvement.

Performs research on various information as requested.

Transcribes, prepares and/or generates correspondence, letters, memoranda, forms, reports and other documents via computer.

Manages paper and electronic information storage and retrieval.

Reviews and distributes incoming mail; prepares outgoing mail.

Copies and distributes correspondence, memoranda, reports and other related materials.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Greets visitors, ascertains nature of business, assists and/or directs visitors to appropriate person.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Approves purchase requisitions on the MUNIS system.

Assists in coordination of special school system or Board sponsored events, including sending invitations, receiving RSVPs, and ensuring food and beverage are coordinated.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical school training required, with three to five years of school administration experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Knowledge of Job

Has considerable knowledge of the policies, procedures and activities of the school system as they pertain to the performance of duties relating to the job of Executive Assistant. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has ability to multi-task, be flexible, confidential, has a proactive, positive attitude, and the ability to work well with internal management and staff, as well as the School Board members and other public officials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines, which includes a computer, printer, facsimile machine, copy machine, tape recorder, transcriber, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active light work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to the job of Executive Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Executive Assistant and Communications.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high level of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Executive Assistant.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature

Supervisor’s Signature

Employee’s Munis Number

Date

Date