

IMMEDIATE OPENING

Executive Assistant to the Superintendent/ Clerk of the School Board - Minimum of a high school degree required; Associate or Bachelor's degree in Business preferred; Minimum of 3 years of experience in K-12 public education preferred; 12 month position (260 days); Current salary scale for the 2024-2025 school year is: Step 0 (\$44,582)- Step 30 (\$64,713); placement on the salary scale is commensurate with experience.

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Director of Human Resources and Administration

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AMELIA COUNTY PUBLIC SCHOOLS

AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Executive Assistant to the Superintendent/Clerk of Board

REVISION DATE: March 2020

LOCATION: Amelia County School Board Office

STATUS: Exempt, Full Time – 12 Months

PRIMARY PURPOSE:

To provide support needed for the Superintendent and central office administrative staff so they may implement, evaluate, administer, and supervise the total operation of the school division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the office manager for central office support staff
- Places and receives phone calls and records messages in an efficient manner with high concern for positive customer service
- Acts and dresses in a professional manner
- Organizes, files, and keeps reports as necessary for the Superintendent and administrative team
- Performs required office routines and practices both efficiently and effectively
- Handles routine communication for administrative staff as directed
- Maintains and organizes a filing system with updates to folders, systems, and cabinets as necessary
- Provides routine clerical support for administrative staff as needed
- Maintains a schedule of appointments and makes arrangements for meetings and conferences for administrative staff as necessary
- Obtains, gathers, and organizes pertinent data for local, state and federal reports as directed
- Assists in creating and tracking purchase orders for assigned administrative staff as directed

Job Description –Executive Assistant to the Superintendent/Clerk of Board

- Assists with special projects and events
- Designs and publishes reports, documents, certificates, brochures, etc. as directed
- Organizes and maintains inventories as necessary
- Completes all tasks in a timely, efficient, and effective manner
- Coordinates and oversees the revisions of the policy manual and acts as policy manual coordinator liaison between the school division and Virginia School Boards Association (VSBA) with responsibility for updating policies and regulations at the direction of the Superintendent
- Oversees and manages central office supply room
- Assists Superintendent and administrative staff with supervision of central office support staff
- Documents time and attendance of central office staff
- Assists the Superintendent with all necessary tasks and with the overall daily operation of the central office
- Coordinates and distributes the Superintendent’s weekly electronic newsletter to the School Board
- Acts as Freedom of Information Act (FOIA) liaison for all requested information from the division
- Coordinates all division level communications with website and newspapers
- Assists central office administration in the coordination of all division level events
- Manages school board meeting information by overseeing the BoardDocs online program; creating all School Board meeting packets; keeping minutes and records of all school board meetings; audio recording and transcribing content from School Board meetings; communicating all dates, events, and information to the school board members; sending written or printed notices of all regular and special meetings of the School Board and Committees to appropriate staff and agencies; assisting School Board Members with all conference/workshop registrations and trip details
- Assists with the Request for Proposal (RFP) process for Director of Operations and CTE as necessary
- Maintains files, notebooks, databases, charts, etc. of necessary information to stay updated on all new laws, guidelines, reports, and processes to complete assigned duties
- Performs other duties as assigned by the Superintendent

MARGINAL JOB FUNCTIONS:

- Professional Development – Be involved in professional growth to the extent necessary to keep abreast of development in the appropriate field related to the essential job functions

- Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 25 pounds
- Professional and Confidential – Be professional regarding all school division matters. Maintain confidentiality. Facilitate reports to the appropriate person or group
- Working with Groups – Serve with colleague and administrative groups as requested in advancing necessary activities and objectives
- Record-keeping – Perform all record-keeping functions as are necessary and appropriate

Job Description –Executive Assistant to the Superintendent/Clerk of Board

- Public Relations - Demonstrate a positive relationship and excellent overall customer service with all stakeholders

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

Performs duties under the supervision of the Superintendent and/or Directors

MINIMUM QUALIFICATIONS:

- Minimum of a High School degree required
- Associate or Bachelor degree in Business preferred
- Minimum of three years of experience in K-12 public education preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of office management/functions and personnel
- Excel in use of computer/technology and applicable software
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services

- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working

Job Description –Executive Assistant to the Superintendent/Clerk of Board

productively with minimal supervision. Must have the ability to sit for extended periods of time in an office environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: March 4, 2020)

Job Description –Executive Assistant to the Superintendent/Clerk of Board