



EXECUTIVE ASSISTANT

Position Summary

Provide high-level complex confidential administrative support to Instruction Department director(s). Incumbent will have access to student data, employee confidential information and other sensitive data that will not be accessible to other employees in the department. Oversees targeted projects and researches data for completion of state and federally mandated reports. Manages calendars, schedules and oversees logistics and communication of bi-monthly administrative meetings, professional development, trainings and other public meetings as required. Develops agendas and minutes and ensures all required materials are distributed to respective stakeholders within established timelines.

Supervisory Relationships

Reports to and works under the general direction and guidance of Instructional directors.

Essential Functions

1. Develop and administer effective data-tracking and statistical information systems in order to produce reports for each school.
2. Ensure compliance with, and apply, retention guidelines as specified in OAR's Division 400.
3. As requested, research and provide information to immediate supervisor on issues related to the EEA collective bargaining agreement as related to school administration. This position does not provide contract interpretation; rather, researches labor contracts and provides information to immediate supervisor.
4. Collects and tracks principal and department employees' yearly goals, instructional intervention spending plans, school improvement plans and performance evaluations.
5. Facilitate the flow of information to and from the office of the director(s); communicate and interact with principals, staff, parents and the general public in a professional manner.
6. Collect and filter confidential information from principals, employees, directors, families, and community to relay to the director(s). Draft correspondence for review, approval and signature.
7. Responsible for District-wide on-line communications system design and maintenance (e.g. Wiki).
8. Assist with the preparation of department's budget and monitor same throughout the year. Monitor expenditures, prepare and analyze expenditure forecasts.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of office management principles, practices and systems.
2. Demonstrated skills in typing and the use of desktop computers and various office software.
3. Knowledge of English grammar, spelling and composition.
4. Ability to write, edit and compose routine and sometimes complex correspondence. Ability to transcribe from recorded messages and direction.
5. Ability to work accurately in a fast-paced environment, under tight work time lines.
6. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
7. Knowledge of District policies and procedures.



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Required Knowledge, Skills and Abilities (Continued)

8. Excellent interpersonal communication skills and ability to work effectively with parents, students, and the general public.
9. Ability to anticipate organizational needs and work independently without direct supervision.
10. Ability to perform work with only general direction and a statement of objectives. Ability to work independently with multiple interruptions throughout the day.

Minimum Qualifications Summary

This position requires strong writing and computer skills and ability to handle confidential information.

Experience

- Considerable and progressively responsible secretarial experience, which includes at least two (2) years of executive-level support experience.
- Demonstrated experience working in a multicultural and diverse work environment.

Education

- Graduation from a senior high school or equivalent and at least two (2) years of post-secondary education.

Preferred Qualifications

- Training or experience in office management and project management experience preferred.
- Bilingual Spanish/English language skills desirable.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 2
Work Year	12 Months
Reviewed by	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	June 23, 2011