

**SOMERS PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Executive Assistant to the Superintendent

**REPORTS TO:** Superintendent of Schools

**OVERVIEW:** The Executive Assistant assists the Superintendent of Schools and Board of Education by providing the organizational and secretarial skills necessary for the smooth operation of the school district. The Executive Assistant serves as the confidential secretary to the Superintendent of Schools as well as the Board of Education.

**QUALIFICATIONS:**

- A. Minimum of three years experience in educational or business/secretarial background, or graduate from an approved business program and one year of employment, or an equivalent combination of experience and training.
- B. Such alternatives to the above as the Superintendent may find acceptable.
- C. Solid knowledge of computer applications.
- D. Exercise a high degree of professionalism in all interactions with the public and staff.
- E. Strong verbal and written communication skills.
- F. Strong organizational skills. Ability to prioritize tasks efficiently and effectively.
- G. Strong ability to exercise initiative and creativity and work independently with minimal direction.
- H. Familiarity with Connecticut State mandated reporting procedures.

**DUTIES & RESPONSIBILITIES:**

- A. Serve as the Executive Assistant to the Superintendent of Schools and Board of Education directly addressing the needs of the district while maintaining a high degree of confidentiality at all times. Responsibilities include, but are not limited to:
  - 1. Composition, and distribution of letters, memorandums, reports, warnings, agendas, packets, policies, meeting schedules, notices, etc.

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2. Superintendent's Calendar - Coordinate and schedule meetings, appointments, and conferences and maintain calendar.
  
  2. CABE – Setting up and managing Board of Education E-meeting and notifications.
  
  3. Establish and maintain systems for general files, personnel files, evaluation files, collective bargaining unit files, Board of Education files, building files, applications, etc.
  
  4. Process and prioritize incoming mail and independently respond to routine correspondence.
  
  5. Screen telephone communiqué and respond independently to routine requests or direct to proper personnel.
  
  6. Greet visitors and act as intermediary between the Superintendent, the public, and staff.
- B. Independently, but at the direction of the Superintendent of Schools, perform specific duties which include, but are not limited to:
1. Processing and monitoring of certified and noncertified contracts, certification requirements, extra duty contracts, personnel evaluations, RIF notices, tenure, postings, transfers, salary status changes, leaves, advertisements, etc. These procedures must meet contractual requirements relative to specific time limitations. Preparing letters and contracts for new hires and processing their employment verification sheets
  
  2. Collecting and preparing data for various bargaining unit negotiations. Upon completion of process rewrite individual contracts incorporating negotiated language.  
  
Responsible to update the State of Connecticut's EDS System which keeps track of all certified staff.
  
  3. Maintain documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
  
  4. Compiling and processing district publications such as *Campus View*.

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5. Compiling and processing data needed for various state, town, and district reports, i.e. enrollment, certified staff/noncertified staff, annual reports, etc.
6. Composition and distribution of annual school calendar as well as board of education and administrative council meeting calendars.
7. Compiling and processing data for certification renewals, coaching permits, fire drills, orientation program, service awards, address lists, etc.
8. Researches a variety of written information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative personnel.
9. Perform such other tasks or responsibilities as the Superintendent may assign or delegate.
10. Prepares special projects and various forms/reports on behalf of the Board and Superintendent for the purpose of ensuring the accuracy and completeness of materials and providing administrative supports.
11. Responds to inquiries (e.g. telephone calls, visitors, requests, concerns, questions) for the purpose of resolving problems from parents and community members, providing information and/or referring to the appropriate personnel.
12. Assists other personnel for the purpose of supporting them in the completion of their work activities.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.*

**SALARY:** Determined by the Superintendent of Schools annually

**LENGTH OF WORK YEAR:** twelve months

**DATE:** July 25, 2018