

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Executive Assistant – Executive Services  
**Reports To:** Superintendent of Schools / Designee

#### **SUMMARY**

The Executive Assistant of Executive Services is a pivotal role designed to provide comprehensive administrative and clerical support to the Superintendent, Chief General Counsel, and Executive Services Specialist. This position is instrumental in ensuring the efficient operation of the District's Executive Services Office, facilitating legal support services, and contributing to the management of general District responsibilities.

#### **QUALIFICATIONS/REQUIREMENTS**

- Minimum of a high school diploma or its equivalent.
- High level of competence in clerical and note-taking skills.
- Minimum of three years professional secretarial experience, preferably with exposure to a legal environment.
- Experience handling sensitive information in a discreet and tactful manner.
- Familiarity with legal terminology, documentation, and procedures.
- Extensive working knowledge of computer operations and word processing software programs.
- Ability to take initiative and work independently.
- Strong sense of customer orientation.

#### **ESSENTIAL JOB DUTIES**

- Provides direct and complex administrative support to the Superintendent, Chief General Counsel, and Executive Services Specialist, including document preparation, correspondence, management, and scheduling.
- Accurately prepares a variety of materials such as schedules, statistical reports, handbooks/manuals, reports, and correspondence that may include confidential material.
- Processes travel arrangements as needed.
- Serves as the first point of contact for the Superintendent's Office by answering all phone calls, greeting and screening visitors, and opening and distributing mail.
- Serves as the backup recording secretary and point of contact for the Board of Education in the absence of the Executive Services Specialist.
- Serves as backup for the administrative duties within the Administrative Center by providing support to other departments as directed by the Superintendent.
- Maintains confidentiality with unquestionable integrity.
- Assists in the preparation of legal documents.
- Manages legal correspondence and communications, ensuring timely and confidential handling of sensitive information.
- Compiles necessary documentation for legal proceedings, trainings, and District policy development.

**ESSENTIAL JOB DUTIES (cont'd)**

- Prioritizes multiple tasks, works effectively under stress and with frequent interruptions, meets short deadlines, takes direction, and works independently with minimal supervision.
- Handles requests for general information, complaints, and inquiries regarding District policies and procedures to ensure efficient operation of the District.
- Notifies the Superintendent immediately of the existence of any problems deemed to warrant prompt attention, advice, or intervention.
- Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations.
- Effectively works with stakeholders and de-escalates volatile situations.
- Organizes and maintains appropriate filing systems.
- Possesses the ability to effectively communicate both verbally and in written form with administrators, staff, and the community as needed.
- Prepares and writes routine correspondence dealing with subject matter using discretion and judgment, replying to individuals presenting or requesting information.
- Creates, copies, and distributes reports in a timely manner to ensure accurate information is distributed to appropriate students, staff, and community.
- Assures coordination of both verbal and written information to District employees.
- Completes special projects as assigned.
- Assists with room set ups for meetings.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Superintendent of Schools and/or other designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.