

# **Wachusett Regional School District**

## **CENTRAL OFFICE**

### **JOB DESCRIPTION**

#### **TITLE:**

Executive Assistant to the Superintendent

#### **QUALIFICATIONS:**

The Executive Assistant shall possess a Bachelor's degree and a minimum of three years of experience in an executive support position, preferably in a school setting. The Executive Assistant shall possess successful experience in administering a busy office, performing public relations functions, superior computer skills, and working with a diverse group of people. The Executive Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Superintendent of Schools

#### **PERFORMANCE EVALUATION:**

The Executive Assistant shall be evaluated annually based on goals and objectives determined by the Superintendent and on overall performance in his/her position.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **JOB RESPONSIBILITIES:**

The Executive Assistant is a member of the Superintendent's staff and as such is responsible to assist the Superintendent and the District administration in providing the most desirable environment for the educational program in the Wachusett Regional School District in the most efficient and cost-effective manner.

In carrying out these responsibilities, the Executive Assistant shall:

1. Serve as confidential secretary to the superintendent including maintaining the superintendent's calendar including scheduling of meetings, appointments, and other events as directed and handling all phone calls for the superintendent and referring calls to staff as appropriate;
2. Open mail, review it with the superintendent, and route it to appropriate staff, ensuring that appropriate response is provided and filed;
3. Prepare materials pertaining to school committee meetings and subcommittee meetings as needed;
4. Compose, type, and maintain minutes of school committee meetings and subcommittee meetings as directed;
5. Attend regular school committee meetings and other meetings, including meetings regarding legal matters and other confidential matters as directed by the Superintendent;
6. Prepare materials and reports as necessary to meet all legal requirements and mandates of state and federal laws;
7. Conduct the District's public relations program to include coordinating the publication of newsletters and press releases to local news outlets, the community, and/or parents;
8. Keep committees informed of meeting dates and furnishes pertinent material as needed;
9. Mobilize and coordinate other office personnel to perform special functions as directed by the Superintendent;
10. Notify the Superintendent of any administrative absences requested on a daily basis to include serving as contact person for all members of the administrative staff to notify immediately upon need to be absent; and,
11. Perform any other related task as required and/or assigned by the Superintendent including providing reports of his/her activities on a regular basis and as required.

Updated 4/24/97

Approved by:

Alfred D. Tutela, Ph.D., Superintendent of Schools

Date: 04/24/97