

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Junior Executive Assistant

QUALIFICATIONS:

The Junior Executive Assistant shall be a high school graduate and a minimum of three years of experience in an executive support position, preferably in a school setting. The Junior 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 Junior Executive Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Administrative Services

PERFORMANCE EVALUATION:

The Junior Executive Assistant shall be evaluated annually in narrative form, based on the goals and objective determined by the Director of Administrative Services.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Junior 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 Junior Executive Assistant shall:

1. Serve as a confidential secretary to the members of the executive staff including maintaining the staff's calendar including scheduling of meetings, appointments, and other events as directed and handling all phone calls for the staff and referring calls to staff as appropriate;
2. Open mail, review it, and route it to appropriate staff, ensuring that appropriate response is provided and filed;
3. Assist in the preparation of materials pertaining to school committee meetings and subcommittee meetings as needed;
4. Attend meetings, including meetings regarding legal matters and other confidential matters as directed;
5. Assist in the preparation of materials and reports as necessary to meet all legal requirements and mandates of state and federal laws;
6. Work with others in the Administrative Office to perform the functions related to the district's business, personnel, operational, curricular, and other central administrative functions; and,
7. 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: 07/31/02

Updated: 10/25/05

Approved by:

Thomas G. Pandiscio, Ed.D.
Superintendent of Schools

Date: 10/25/05