



District Office
 501 West Sickels Street
 St. Johns, MI 48879
 Telephone: 989.227.4050
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 www.sjredwings.org

TITLE: Executive Assistant to the Superintendent	FLSA: Non-exempt
REPORTS TO: Superintendent	POSTED: June 14, 2024
SALARY: starting salary \$54,482 <i>Non-Union Support Staff Classification</i>	HOURS: 8 hours daily, Monday - Friday plus attendance at Board Meetings & Committee Meetings
LOCATION: District Office	NUMBER OF DAYS: Year Round Position

POSITION SUMMARY

Acts as a liaison to students, staff, administrators, Board, Superintendent, and the public in order to represent the Superintendent using sound judgment, maintaining strict confidentiality and in compliance with established policies, procedures and practices. Provides administrative and secretarial support for the Superintendent and Board of Education, including special projects as directed. Provides excellent customer service to all individuals and organizations in the performance of job duties.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Acts as a liaison for the Superintendent to internal and external constituencies while ensuring that strict confidentiality is maintained in the interpretation and dissemination of information.
- Gathers, screens, and relays sensitive information received from board members, school administrators, staff members, and visitors including the press, Board of Education, and attorneys.
- Prioritizes and responds to inquiries for the Superintendent.
- Reviews and directs the Superintendent's communications (i.e. mail, email, phone calls, etc.) including acknowledging correspondence, drafting responses, and overseeing logs to track delegated matters.
- Reads and summarizes materials in order to keep the Superintendent informed of pertinent events and information.
- Interprets policy, protocol, and administrative procedures in response to inquiries and initiates necessary action. Works with the Superintendent and the district’s legal firm to revise policies and administrative procedures to submit for Board approval and to the website once approved.

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- Maintains the Superintendent's calendar and ensures time is effectively scheduled and that all requests are equitably balanced.
- Monitors the correspondence/communication functions of the Superintendent's Office in order to ensure that procedures and policies are followed.
- Attends meetings for the Superintendent as assigned in order to acquire and disseminate information.
- Assists in the development of Board of Education meeting agendas; prepares the packet of information for each meeting. Distributes the board meeting materials to board members, administrators, and the public via the electronic board book.
- Attends Board meetings, including special board meetings and policy committee meetings as directed. Prepares meeting minutes.
- Assists in the coordination of the election of Board of Education members during election years.
- Makes student referrals to appropriate school personnel including follow-up and disposition.
- Coordinates the intra- and inter-district "Schools of Choice" programs. Works with Data Management Specialist to monitor class sizes during the Schools of Choice process.
- Serves as back up to the Data Management Specialist for the pupil enrollment process.
- Prepares state and federal reports (SID, CRDC, etc.) as well as maintaining the district's information in the Educational Entity Master (EEM) with the State.
- Oversees the Days & Clock Hours requirements, ensuring the district school year calendar meets State requirements initially, and that students meet those requirements during the course of the school year.
- Conducts state ICHAT criminal background checks for school volunteers.
- Develops the weekly board memo for review and makes changes based on the Superintendent's input.
- Assists in the coordination of the agendas for cabinet and administrative meetings.
- Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
- Organize and manage routine work activities of the district office.
- Oversees the staff years-of-service awards to ensure awards are delivered each year.
- Assists with St. Johns Public Schools website, including webpage review and implementation, and ongoing data input to ensure information is current and compliant..
- Interacts with the public who visit the District Office.
- Provides support to other District Office positions.
- Performs other duties as directed by the Superintendent.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- High school diploma
- Associate degree - *preferred*

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EXPERIENCE:

- Three years or more advanced secretarial experience with extensive contact with people required.
- Prior work experience in public school district office - *preferred*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiency with Google applications, Microsoft Excel and Word.
- Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, community and state agencies. The employee is required to handle problem situations in a confidential, tactful, courteous and respectful manner.
- Written and computer skills necessary for the creation and compilation of various documents, communications and reports. The employee is required to effectively utilize a variety of software applications which may include but is not limited to word processing, spreadsheet, presentation, website, and database software applications.
- Analytical ability to evaluate information and situation to determine the appropriate course of action without supervisor approval.
- Self-motivated and willing to learn.
- Ability to utilize discretion and sound judgment in handling confidential information and documents.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.
- Ability to read, analyze and interpret general business documents or governmental regulations.
- Ability to effectively present information and respond to questions from board members, administrators, parents and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to function with a keen attention to detail.
- Ability to establish positive working relationships, demonstrate ability to work with co-workers as an effective team, demonstrate customer service skills, and function in a professional manner.
- Knowledge of state and federal reporting.
- Completion of a skills test may be required

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

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include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work is in an office setting. The noise level in the work environment is generally moderate. The employee will be required to use his/her own transportation to travel to other school buildings and locations.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.