

# Executive Assistant Job Description 2021-22

**ACCOUNTABLE FOR: supporting the school's executive director and board in the areas of outreach and communications; school board meetings and document management; human resources; operations, and budget.**

## Qualifications:

### Required:

- Two years of experience in an administrative assistant position or similar work and two year of post-secondary education,
- Self-motivated with ability to organize and prioritize work assignments
- Experience with technology & multiple software programs, (ex. Google Drive, Microsoft Office Suite, Skyward).
- Ability to maintain confidentiality and diplomacy
- Excellent verbal and written communication skills
- Excellent interpersonal skills in dealing with a wide variety of people
- Excellent calendar management skills

### Preferred:

- Four years of post-secondary education.
- Web design and desktop publishing experience.
- Minimum of 5 years of experience of supporting at the executive level in a school or school district
- Experience working in Communications, Education, or Non-Profit Leadership
- Experience managing budgets – especially budgets in public education
- Experience with student data and student data systems
- Experience supporting policy development

**Diverse and bilingual candidates are strongly encouraged to apply.**

## Reports to the Executive Director

Essential functions of the job may include but are not limited to the following.

### Confidential Assistant to Executive Director

- a. Serve as confidential secretary to the Executive Director and the Board.
  - i. Maintain positive relationships with School Board members and MSA Community in conducting day-to-day operations of the Executive Director's office.
  - ii. Coordinate the Executive Director's office including scheduling appointments, arranging for meetings, maintaining office files, prioritizing office and Board budgets, ordering office supplies, updating records, and maintaining permanent files of Board documents.
  - iii. Plan administrative in-services, making all arrangements with facilities, speakers, etc.
  - iv. General secretarial duties: answer and direct telephone calls and visitors to appropriate office(s), set up files, order office supplies, organize Board minutes for permanent files, word processing, photocopy, compile mailing lists, and prioritize mail.
  - v. Manage District policies; maintain and update documents, know policy and procedures so as to properly respond to questions from staff, students and citizens.
  - vi. Serve as liaison between Executive Director and staff/students/community by directing communications to the proper person, by facilitating resolution of questions or problems and by anticipating problems and making suggestions on protocol.

- vii. Assist with meeting obligations related to our contract with our authorizer including uploading accountability data monthly.
  - viii. As the Executive director's designee complete required reporting on students, staff and finances.
  - ix. Complete student data tasks as back-up to the student data coordinator.
- b. Confidential assistant to the MSA Board of Directors**
- i. Compile all documents for upcoming board of directors (BOD) meetings in a packet format.
  - ii. Send out information to BOD members.
  - iii. Post the BOD monthly agenda and packet to the MSA website three days prior to the meeting.
  - iv. Post all committee meeting agendas and minutes, as you receive them, and BOD meeting minutes to the MSA website in a timely manner.
  - v. Post all upcoming BOD Committee Meetings or BOD meetings to the calendar on the MSA website.
  - vi. Assist with any requests from officials and contracted financial services to complete forms needed from the BOD.
- c. Ensure students, staff, and visitors have positive interactions with the school.**
- i. Personally, and promptly greet in a positive manner students, parents and visitors, answering questions and providing direction.
  - ii. Take incoming calls through the main MSA phone line and redirect to the appropriate individual as needed.
  - iii. Ensure visitor safety and that all security practices are followed.
  - iv. Oversee operational functions including maintenance and cleaning personnel.
- d. Communications and Outreach**
- i. Update the MSA website regularly, in coordination with our IT consultant.
  - ii. Assist the Executive Director with maintaining a strong presence: visibility online and in person
  - iii. Design, compose, format, and disseminate high quality written communication, outreach, and marketing materials.
  - iv. Participate in and assist with the execution of crisis management teams.
  - v. Assist parents with Skyward access as requested.
  - vi. Contact area papers to report newsworthy information regarding MSA.
  - vii. Send announcements, letters from staff, office announcements, etc. via MSA's student data system that facilitates email to parents and students.
  - viii. Ensure MSA possesses a release form for all student photos or identifications that are made public.
  - ix. Attends Communications Committee meetings.
- e. Human Resources Coordination, as back-up to the business manager:**
- i. Execute contracts with new and returning employees.
  - ii. Establish and maintain employment files on each employee.
  - iii. Provide employees with required forms.
  - iv. Assist employees with understanding and accessing the employee benefits available to MSA employees.
- f. Other duties as assigned**