



**Job Title:** Executive Assistant to the Superintendent

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
JUNE 20, 2017  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to assist the Superintendent in carrying out his vision for the District.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates the Superintendent's schedule and prepare materials as needed.
- Represents the Superintendent at various meetings or public functions and attends meetings as directed by the Superintendent.
- Coordinates various work assignments for Senior Staff.
- Drafts speeches and letters for the Superintendent for his review.
- Coordinates all meetings for the Superintendent with national, state, and local officials, School Board Members, Staff, members of the community, and public agencies.
- Handles follow-up action on all decisions made during meetings (attended at the direction of the Superintendent), for tracking the implementation of these actions.
- Coordinates office activities with the Administrative Specialist and Office Administrative Specialist.
- Communicates effectively with staff and community members.
- Keeps Superintendent informed of potential situations or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Demonstrates initiative in the performance of assigned responsibilities.
- Provides for a safe and secure workplace.
- Models and maintains high ethical standards.
- Maintains confidentiality regarding all matters.
- Maintains positive relationships with Staff.
- Participates in workshops and training sessions as required.
- Prepares all required reports and maintains all appropriate records.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited college or university. Professional administrative experience can be substituted on a year-for-year basis for the required college degree.
- Minimum of seven (7) years of experience in all aspects of professional administrative experience.
- Possess understanding of county, state, and federal laws as it relates to the Escambia County School District and more specifically, the Office of Superintendent of Schools.
- Qualifications may vary from the above requirements to such a degree as the Superintendent determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to demonstrate experience in coordinating all functions and activities as they relate to the Superintendent, School Board, Executive Staff, District Staff, and School-Based Administrators.
- Requires the ability to display a clear understanding of the Superintendent's vision and philosophy to effectively communicate his directives.
- Requires the ability to display a clear understanding of all State, District, and Board policies.
- Requires the ability to determine the approach for work using provided guidelines.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: repetitive motion, speaking, stooping, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**