

**HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
EXECUTIVE ASSISTANT TO BOARD OF DIRECTORS**

IMMEDIATE SUPERVISOR: Superintendent

GENERAL DUTIES:

The Executive Assistant to the Board of Directors is responsible for facilitating administrative detail and providing highly responsible staff support for the Superintendent and the Board of Directors. The primary duty is to record, produce, disseminate and archive the official record of all Board of Directors meetings and to prepare materials and logistics necessary for Board activities.

Exercise considerable discretion and independent judgment in protecting or releasing confidential information and in interpreting and implementing policies and procedures within guidelines set by the Superintendent. Organize, coordinate, and assist with special projects as assigned by the Superintendent or requested by the Chair of the Board. Supervision of other employees is limited to management of work flow. Frequently develops and refines own work routine. Assumes responsibility for completion of assignments, with only unusual or especially complicated tasks reviewed in detail. Assure that all required notices and records required for Board of Directors business in Oregon are completed on time and in accordance with the law.

ESSENTIAL REQUIREMENTS:

- A. Demonstrated successful secretarial job experience, preferably at an administrative or supervisory level
- B. The ability to serve as a confidential employee with regard to all matters of business within the Office of the Board and Superintendent
- C. Excellent written and oral communication skills
- D. Excellent computer skills, including word processing and other applications
- E. Knowledge of efficient office procedures and practices
- F. Ability to take the initiative, to work independently, and follow directions
- G. Flexible and adaptable to changing activities and work loads
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. Maintain integrity of confidential information relating to students, staff, or district patrons
- J. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES:

- A. Performs duties as Executive Assistant to the School Board
- B. Takes notes at Board and Budget Committee meetings, recording the disposition of all matters on which the Board/Committee considered action

- C. Prepares, checks, and distributes minutes in advance for approval at next Board or Budget Committee meeting
- D. Prepares and compiles agenda and all support materials for Board meetings
- E. Keeps informed of pertinent regulations and legislation, particularly as they affect the public records and open meeting laws
- F. Coordinates meetings, appointments, and handles all correspondence, filing, etc., associated with the Board of Directors' activities
- G. With only general instruction, composes letters and memoranda reflecting the style and perspective of the Superintendent and/or Board
- H. Supports Board and Superintendent in planning and hosting quasi-social functions such as dinner or breakfast meetings
- I. Correctly interprets and expresses Board and administrative policy
- J. Prepares policy revisions for review, and follows through up to and including Board adoption
- K. Respects confidential information and exercises good judgment with courtesy, tact, and discretion in public contacts and in the disposition of problems
- L. Works independently on complex tasks
- M. Develops and maintains effective working relationships with fellow employees at all levels
- N. Efficiently manages a large volume of clerical detail with dispatch and accuracy
- O. Takes accurate detailed minutes of complex meetings and maintains public and confidential Board business
- P. Receives, screens, admits, and provides information to callers that may include parents, teachers, administrative staff, community professionals, civic dignitaries, government officials, or the press
- Q. Recommends procedures for improving and updating the activities of the office
- R. Provide secretarial support for district-level administrators
- S. Cultivates and models a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.		X			

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Super/Tech I
Last Revised: September 2013