

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 260 days

JOB SUMMARY: Serves as confidential assistant to the Superintendent and School Committee and provides administrative support to assure effective and timely service to the Central Office operations and the district. Directly reports to the Superintendent.

QUALIFICATIONS/SKILLS:

1. Bachelor's Degree required, Master's in Business Administration or PR/Communications? preferred
2. Two years administrative support experience, minimum
3. Certified Notary Public
4. Strong foundation in general finance and accounting principles
5. Strong technology skills, including database, spreadsheets, word processing, publication software and website design
6. Demonstrated ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
7. Ability to work harmoniously with students, parents, staff and the general public
8. Ability to maintain the confidentiality of sensitive and classified information related to personnel issues, grievances and arbitrations, collective bargaining and legal matters affecting the district
9. Excellent communication, written and verbal, and excellent organizational skills
10. Work in a fast paced environment with ability to keep calm under pressure and handle multiple tasks and responsibilities simultaneously

DUTIES AND RESPONSIBILITIES:

1. Serves a primary contact person and liaison between the Superintendent and School Committee and district personnel, governmental agencies, news media, students, parents and the general public
2. Serves as the District's liaison to various organizations and agencies (Department of Education, MASC, MASS, and others)
3. Primary contact with District Counsel(s)
4. Maintains official records and files, district personnel records, permanent and historical records and may monitor receipt of materials, invoices, reports

5. Maintains effective correspondence, including letters, memos, documents, reports, agendas, and minutes as assigned
6. Monitors and maintains personnel information in district's database system, updating and monitoring evaluations, transcripts, leave, and assists with EPIMS data reporting
7. Informs Superintendent of potential problems and/or concerns, screens and evaluates situations (involving staff, students, parents, the public) for the purpose of taking appropriate actions and/or directing to appropriate personnel for resolution
8. Serves as district Records Access Officer
9. Serves as clerk to the School Committee; prepares agendas, prepares multiple documents, distributes notices and supporting materials, notifies the news media, creates minutes, prepares and distributes final minutes and reports and conducts follow-up assignments, as necessary
10. Monitors School Committee & Central Office budgets and expenditures; reviews for accuracy and may monitor receipt of materials and invoices
11. Maintains School Committee policies, administrative procedures and regulations, and district job descriptions
12. Conducts research, compiles data and provides reports as requested by the Superintendent or School Committee and may serve as clerk for committees/task forces and councils as assigned by the Superintendent
13. Processes letters of employment and all district contracts, collective bargaining stipends, and assures accuracy of Step & Column increases and/or longevity payments
14. Creates, modifies, and posts advertisements for anticipated vacancies and maintains and monitors the application process for the district
15. Responsible for creation, production and distribution of all district print material such as brochures, advertisements, district calendars, press releases, etc.
16. Researches and recruits potential new staff, including coordinating, managing, and attending recruitment fairs on and off island
17. Responsible for Central Office/Superintendent accounts and purchase orders
18. Screens incoming calls, mail, and visitors, received by the Superintendent and provides information regarding district policies/procedures or refers to appropriate staff
19. Assist Superintendent (when needed) in coordination of appointments, calendar, travel and/or conference arrangements and expense reports
20. Serves as Webmaster for the Nantucket Public School website
21. Processes and provides student Work Permits
22. Performs related work as required (which may require knowledge of other job descriptions) as may seem to be appropriate to the School Committee or administration.

EVALUATION: Performance will be evaluated annually by the Superintendent of Schools