

EXECUTIVE ASSISTANT JOB DESCRIPTION

Purpose Statement

The job of the school Executive Assistant was established for the purpose of providing complex administrative and secretarial support to the Executive Director and Business Manager; overseeing the day to day school office activities and relieving the Executive Director and/or Business Manager of administrative details; monitoring assigned activities; and providing information, recommendations and/or direction as may be requested by Executive Director or Business Manager.

Essential Functions

- Collects payments for a variety of events (e.g., student council, donations, fees, fund raisers) for the purpose of completing transactions and/or securing funds, and deposits funds into the bank in accordance with appropriate cash controls.
- Collects mail and deliveries and distributes accordingly.
- Composes a variety of documents (e.g., correspondence, newsletters, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of projects, functions and/or program components (e.g., facility usage, guest teachers, meetings, in-service events, travel and accommodations) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g., student registration data, student health forms) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors students referred for illness or those referred for disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Administers first aid and prescription medications to students (under the direction of a health care professional).
- Processes documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Inventory, order, receive and distribute office supplies and materials; prepare purchase requisitions; communicate with vendors to obtain price quotes.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, Governing Council, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports Executive Director and other assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE of modern office practices, procedures and equipment. Telephone techniques and etiquette. District organization, operations, policies and objectives. Applicable sections of State Education Code and other applicable laws. Financial and statistical record-keeping techniques. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Operation a computer and assigned software. Budgeting practices regarding monitoring and control. Methods of collecting and organizing data and information. Business letter and report writing techniques. Principles of training and providing work direction. Perform basic mathematical calculations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.