



Executive Administrative Assistant – Academic Services

FLSA Status:

Non-Exempt

Qualifications:

High School diploma (required)
Strong computer skills with proficiency of Microsoft Office and Google Workspace applications.

Must be able to work flexible schedules at times to support meeting or event preparations outside standard office hours.

Experience:

3-5 years of job-related experience with increasing levels of responsibility

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 21

Reports to

Executive Director – Academic Services

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

The job of Executive Administrative Assistant – Academic Services is done for the purpose/s of providing a wide variety of complex and confidential administrative support to the Academic Services Team; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating site activities and assigned projects for the overall effectiveness of the Academic Services Department.

Executive Administrative Assistants Qualifications

- SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.
- Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office practices and procedures; and business telephone etiquette.
- ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment.
- Flexibility is required to 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; and utilize job-related equipment.



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

- Problem solving is required to analyze issues and create action plans.
- Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.
- Ability and responsibility to work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Essential Job Functions

- Maintain strict confidentiality in all areas.
- Ability to work to implement the vision, mission and values of the District.
- Attends department and/or in-service meetings for the purpose of providing or receiving information, recording minutes, and supporting the needs of attendees.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the department.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, vendors, patrons, etc.) 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. department website, budget data, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of Academic Services (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with guidelines and regulatory requirements.
- Prepares a variety of reports, documents and correspondence (e.g. letters, memorandums, meeting minutes, charts, operational procedures, manuals, etc.) for the purpose of documenting activities, conveying information, and/or providing reference.
- Support curriculum development teams by creating templates, editing, and publishing final products.
- Coordinate locations, room assignments, communication, technology needs, etc. for all district level Professional Learning activities designated on the Professional Development Calendar.
- Assist with reservations, registrations, reimbursements, etc. for select Out-of-District requests.
- Maintain and reconcile budget accounts for the department.
- Reconciliation of district purchasing card(s) statements.
- Preparation of Professional Development budget reports for monthly review.
- Research, compile, create and distribute reports as directed by the supervisor.
- Collaborates with instructional coaches, building administrators, district administrators, outside consultants, vendors, building administrative assistants, etc. on a daily basis.
- Processes a variety of documents and materials (e.g. time sheets, travel arrangements and reimbursements, p-card transactions and reconciliation, purchase orders, curriculum manuals, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or requirements.
- Procures supplies and materials for the purpose of maintaining availability of necessary items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned administrator in their absence for the purpose of conveying and/or gathering information required for their functions.



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, other schools, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the assigned administrator.
- Ability to perform a wide range of duties and responsibilities involving knowledge and application of District policies and procedures that requires considerable independent judgment in the determination of actions to be taken.
- Consistent and regular attendance is an essential function of this position.
- Required to use a time clock system for clocking in and out each day. Clocking must reflect true time worked.
- Other duties as assigned.

Other Job Functions

- Greets visitors and clients in a pleasant respectful manner and responds to inquiries in a timely manner
- Provides phone coverage as needed; answer phones in a pleasant respectful manner, and route calls to appropriate personnel.
- Operates personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.
- Has the ability to learn new systems and software.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Monitors copy machines and fax and place service calls as needed.
- Demonstrates effective human relations and communication skills.
- Attends meetings and training as directed.
- Adheres to good safety practices.
- Adheres to all District rules, regulations, and policies.
- Performs all other related duties as required or assigned.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.