



## EXECUTIVE COORDINATOR II

Position Title: Executive Coordinator II

Employee Group: Non-Represented

Location: District Office

FLSA Status: Exempt (Administrative)

Reports to: Deputy Superintendent/Chief Academic Officer

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to this position may or may not perform all the essential functions indicated in this position description. This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

### **Part I: Position Summary**

This position serves as the executive coordinator to the district's Deputy Superintendent or Chief Academic Officer.

### **Part II: Supervision and Controls over the Work**

The employee works under the supervision and guidance of the Deputy Superintendent or the Chief Academic Officer. Work is controlled and/or guided by professional practice, school and district policies and procedures, and directions and expectations as established by the superintendent and/or school board. The employee works closely with the Executive Coordinator III. Positions provide support for one another.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Executive Coordinator to the deputy superintendent/chief academic officer:
  - a. Performs special projects for the deputy superintendent/chief academic officer. Conducts research and prepares reports and background information. Gathers background information and material by contacting others, searching and reviewing records and hard copy documents, or performing online research. Prepares information and data in usable form, including assembled documents, spreadsheets, databases, summary documents, etc.
  - b. Creates the deputy superintendent/chief academic officer's annual planning calendar. Ensure that all recurring actions, board meeting dates, and events are posted to the calendar.
2. Budget and administration: Sets up and maintains the office budget, expenditures, and related records such as purchasing, travel, and procurement card use. Processes fiscal transactions consistent with the deputy superintendent and/or board approval and direction. Ensures proper signature approval of expenditures. Prepare budget and fund reports as required. Ensures appropriate documentation and filing of expenses and reports. Receives and processes invoices for legal services.

3. Confidential support: The supervisor is actively involved in the collective bargaining process and relies upon the incumbent to prepare, provide input, collect data, or otherwise have access to and protect knowledge of sensitive collective bargaining materials and information.
4. General secretarial support: Maintains appointment calendar to include scheduling and conflict resolution; schedules meetings; formats and prepares correspondence, staff evaluations, forms, memoranda, and reports from handwritten drafts, dictation, duplicates, or computer drafts, and distributes materials. May draft, prepare, and distribute staff communications; schedule staff meetings and record and transcribe meeting minutes. Make travel arrangements and prepare and submit all required paperwork. Maintains confidential records, evaluations, emergency procedures, information, and documents and files for staff. May have regular authorization to sign designated forms for the superintendent.
5. Office administration and operations: Develops office procedures and practices for district office staff. Provides guidance and direction to other administrative and secretarial staff on properly handling office and administrative matters.
6. Office management: Greets visitors entering the office and provides direction, guidance, and assistance on routine matters and personal areas of responsibility. Answers telephone and responds to inquiries; screens telephone calls; or redirects calls based on knowledge of the office and the district. Receives, routes, distributes, and, as appropriate, redirects mail. Manages office budget, office supplies, and office equipment. Takes the initiative to identify repair and maintenance needs and submit, track, and follow through on repair and maintenance work orders. Maintains calendar of events, recurring actions, deadlines, and report dates, reminding staff of activities and dates as necessary. Establishes and/or implements office processes and procedures and, as appropriate, provides direction to office staff and makes arrangements for coverage during absences, breaks, lunch, and other situations. May train and supervise other office staff. Maintains time and attendance and leave records. Prepares payroll forms.
7. Records, reports, and files: Prepares periodic state and district reports. Establishes, maintains, distributes, and archives office records consistent with state and district policies and procedures. Retrieves records when necessary. Maintains online data and documents as required.
8. Office inventory: Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment.
9. Collects, assembles, and maintains documentation on office production and workload data as required.
10. Participates and/or leads the planning, scheduling, and presentation of special events and district gatherings. Required to support district work outside the regular workday.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. An associate's degree or equivalent. At the district's discretion, highly related and comparable experience above that required below may be substituted for all or part of the two years of college education.
3. Five years of progressively responsible office and administrative experience involving independence of action and decision-making responsibilities. The experience must include budget and financial responsibilities. Related education above the high school level may be substituted for experience at the district's discretion.
4. Must possess advanced secretarial and administrative skills and a high level of proficiency in office operations, office administration, use of office equipment and technology, and proficiency in using office software for documents, spreadsheets, presentations, and, as appropriate, databases.
5. Knowledge of general secretarial procedures, including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
6. Ability to work effectively in an environment with frequent interruptions, requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
7. Ability to interact with parents, staff, community, and business members, political office representatives, personally, telephonically, and through electronic communications, in a warm, confident, and proficient manner. Ability to establish and apply appropriate protocols for such interactions.
8. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
9. Ability to maintain confidentiality in all matters.
10. Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

**Part V: Desired Qualifications**

1. Bachelor's degree in business, language arts, management, or other related fields.
2. Bilingual skills in a language common to the district and community.
3. Experience in a public-school environment.

**Part VI: Physical and Environmental Requirements of the Position**



## **EXECUTIVE COORDINATOR II**

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. The employee may be required to work extensively at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees may be required to interact with emotionally upset, angry, or distraught clients, customers, and staff. In such interactions, employees must maintain control, decorum, and professionalism.