



EXECUTIVE COORDINATOR III

Position Title: Executive Coordinator III

Employee Group: Non-Represented

Classification: Professional-Technical Level 3

Location: District Office

Reports to: Superintendent

FLSA Status: Exempt (Administrative)

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 district superintendent's executive coordinator and school board secretary.

Part II: Supervision and Controls over the Work

The employee works under the supervision and guidance of the superintendent. 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 II. Positions provide back-up support for one another.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Executive assistant to the superintendent and secretary to the school board:
 - a. Serves as a resource person to board members. Receives inquiries and follows through to personally meet the requested need or to assure that the proper administrator is notified of the requirement and follows through to completion. Keeps the superintendent informed of board requests. Provides guidance to board members on proper handling of constituent inquiries, obtains guidance from the superintendent or other appropriate source, and provides the information back to the board.
 - b. Performs special projects on behalf of the superintendent and/or school board. 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.
 - c. Maintains a schedule of board meetings, drafts board actions, assembles board packets, assures members access to meeting materials, makes arrangements for facility and equipment for the meeting, and extends an invitation to notable attendees. Attends meetings and takes and/or records and transcribes minutes. Update the district website

to provide information on board meetings. Ensures all documents requiring board signature are assembled, signed, and distributed. Performs similar functions in scheduling budget committee meetings.

- d. Creates an annual planning calendar for superintendent and board approval. Ensures that all recurring actions, board meeting dates, and events are posted to the calendar.
2. Budget and administration: Sets up and maintains the superintendent, board, and office budget and expenditures, as well as related records such as purchasing, travel, and procurement card use. Processes fiscal transactions consistent with the superintendent and/or board approval and direction. Ensures proper signature approval of expenditures. Prepares 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 to 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. Makes travel arrangements and prepares and submits 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 a 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/board work outside the regular work day.

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 discretion of the district, highly related and comparable experience in excess of 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.



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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 of study.
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

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. 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 perform extensive work 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 clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employees must be able to maintain control, decorum, and professionalism.