



Little Rock School District

JOB DESCRIPTION

Position Title: Executive Assistant- Executive Director for Curriculum and Instruction
Prepared Date: 12/16/2021

JOB GOAL:

Under general direction, provides high-level support for the Executive Director, performing various responsible and confidential secretarial, technical, and administrative functions interfacing PowerSchool platforms-Unified Talent for Learning and Teaching; performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 12, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

QUALIFICATIONS:

1. Bachelor's degree from a college or university required.
2. One and a half (1.5) years of LRSD relevant work experience may be substituted for one year of the required education. (Ex: 6 years of LRSD experience equates to a four-year college degree).
3. Knowledge of secretarial procedures and office management techniques; correct English and grammar, punctuation, spelling, and proofreading; record-keeping and filing systems; general finance and accounting principles
4. Skill and ability to communicate effectively, both verbally and in writing, with diverse groups including top-level administrators and Board members; prepare concise and accurate written communications; prepare documents and complete work assignments; exercise analytical and independent judgement; set up and maintain database files; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies and procedures relating to Administration office operations; accurately record/transcribe meeting minutes; identify and research sources of data in the community to obtain information; maintain cooperative working relationships.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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1. Manages departmental budget data; prepares budget summary reports. Verifies budget totals with central business office records providing information to staff about budget balances. Records expenditures in budgeting records.
2. Responsible for the preparation, maintenance, and submission of staff time and attendance reports for all employees reporting to the Executive Director. Prepares weekly Salaried Employees Absence Log and payroll documents. Must ensure accuracy of all records and reports submitted.
3. Performs research assignments and prepares reports as needed.
4. Acts as liaison between the Executive Director, district and building administrators, staff, and the public, in a confidential manner.
5. Assists in organizing workshops, classes, and in-services; provides secretarial support to curriculum-related matters as assigned by the Executive Director; contacts groups about meetings.
6. Facilitates professional development protocols in alignment with PowerSchool-Unified Talent platforms, interfacing curriculum, instructional leadership, and student services. Assists in managing professional development credits.
7. Manages course codes in alignment with Standards Assurance procedural guidelines as determined by the Arkansas Department of Education.
8. Assists in facilitating the purchasing process and delivery of district-purchased textbooks and materials to the buildings and departments. Prepares purchase orders within budget parameters gives directions to office staff about how to pay out.
9. Assists with policy development and interpretation.
10. Make suggestions for improvement in-office procedures and technology applications. Locates the source of trouble in the flow of work; determines potential problem areas and brings them to the Executive Director's attention; suggests resolutions to problems.
11. Performs a variety of related duties and special projects as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or



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objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.