



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Executive Assistant- Superintendent

**Prepared Date:** 12/16/2021

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### **JOB GOAL:**

Performs highly responsible, confidential, and complex assignments as directed by the Little Rock School District Superintendent of Schools.

### **TERMS OF EMPLOYMENT:**

12 month (245 days) contracts, Pay 802 Grade 14, 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 required. At least five years of directly related work experience may be substituted for degree requirement in this job description.
2. Minimum of five years of experience as an executive assistant.
3. Advanced oral and written communication (*Communicating with individuals in a wide variety of situations*), interpersonal (*Must be able to work in a team atmosphere. Must put forward professional behavior that enhances productivity and promotes teamwork and cooperation. Grooming and dress must be professionally appropriate*), time management (*Prompt/consistent attendance is required and willing to work extended hours as needed*), problem solving, and report preparation skills.
4. Knowledge of accounting and budget systems.
5. Advanced computer skills with the ability to logically troubleshoot simple to moderate technical issues are essential. Should be highly proficient in Microsoft Office.
6. Qualified to be commissioned as a Notary Public for the State of Arkansas.

### **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.

1. Provide executive assistance and support to the Superintendent. Assist the Superintendent with planning and preparing reports, memoranda, and information for the Board. Assist in prioritizing the calendar for the Superintendent. Maintain confidentiality and serve as liaison between members of the district administrative staff. Maintain accurate and current records.



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2. Assist in preparing reports and correspondence for the Arkansas Department of Education, staff, and community groups. Research, collect and compile data, prepare reports, surveys, and other materials for the Superintendent. Must have proven track record for editing correspondence, presentations, agendas, and other documents.
3. Facilitate and manage the consistent operation of the office of the Superintendent. Coordinate work flow and schedules and make recommendations regarding office efficiency to Superintendent.
4. Research, gather input, develop, and monitor budgets for the office. Oversee the office budget, purchase card accounts, integrated financial systems, and financial record keeping.
5. Participate in and support the Senior Cabinet. Maintain confidentiality and serve as liaison between members of the office staff.
6. Provide assistance with parental/community concerns, questions, and calls. Screen calls and refer appropriately. Answer inquiries and offer assistance. Anticipate problems and conflicts and help develop productive solutions.
7. Support district staff, parents, and other community members who call the office so that they receive an appropriate and timely response.
8. Coordinate activities to support the Community Advisory Board and task forces. Attend meetings as requested by the Superintendent. Be available to work a flexible schedule.
9. Establish and maintain a variety of complex, privileged, and confidential files.
10. Perform other duties 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 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.