



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Senior Executive Assistant - Superintendent

**Prepared Date:** 01/31/2022

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### **JOB GOAL:**

Under direction, performs highly responsible, confidential, and complex secretarial assignments for Little Rock School District Superintendent of Schools.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contract, 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 (5) years of directly related work experience may be substituted for degree requirement in this job description.
2. Minimum of five years of experience in Executive Assistant level work.
3. Advanced oral and written communication (*communicating to individuals in a wide variety of situations*), interpersonal (*Must be able to work in a team atmosphere. Must put forward a 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 occasionally*), problem solving, and report preparation skills.
4. Knowledge of accounting and budget systems.
5. Advanced computer use skills with the ability to logically troubleshoot simple to moderate technical issues are essential. Should be highly proficient in Microsoft Office.

### **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. Prioritize incoming information and sort selected correspondence addressed to the superintendent. Ensure Superintendent is up-to-date and informed. Assist the Superintendent with planning and preparing reports, memoranda and information for the Board.



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2. Provide and process letters, e-mails, and other documents independently for the Superintendent; keep the Superintendent apprised of potential problems and concerns.
3. Facilitate and manage the consistent operation of the office. Coordinate work flow and schedules of the Office 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, bookkeeping and petty cash account.
5. Manage the office through communication and ensure that all personnel and departments are informed of pressing issues. Work with staff in emergency situations.
6. Maintain confidentiality and serve as liaison between members of the office and maintain accurate and current records.
7. 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.
8. Research, collect and compile data, prepare reports, surveys and other materials for the Superintendent.
9. 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, and 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.