



Title:	Executive Assistant to Superintendent
Reports to:	Superintendent
Terms of Employment:	12 months
Salary:	Pay Grade TBD

- ☐ **Qualifications:** ☐ Bachelor's Degree from an accredited university preferred
 Associate's Degree or graduation from high school, and any
 equivalent combination of training and experience, which provides
 the required knowledge, skills and abilities

Supervises: None

Essential Job Functions:

1. Interacts professionally and appropriately with the public and district staff in person, on the telephone, and virtually
2. Maintains confidentiality and adhere to Federal privacy laws
3. Excellent written , verbal, and non-verbal communication skills
4. Utilizes current technology to complete tasks
5. Work independently and collaborate with other team members on joint tasks
6. Places and receives telephone calls, records messages, keeps superintendents informed
7. Processes all incoming and outgoing mail
8. Assesses needs, orders, and maintains supplies, materials, and equipment
9. Performs any bookkeeping tasks associated with the specific position
10. Maintains regular filing systems and searches files for information
11. Prepares correspondence and reports as instructed
12. Maintains a schedule of appointments, makes arrangements for conferences and schedules interviews
13. Makes necessary arrangements for meetings including date, location, and time, contacts those who need to attend, and prepares all materials
14. Accepts responsibility of office reports and office operations
15. Makes routine decisions in accordance with established policies and procedures

16. Prepares and maintains financial records to include purchase orders, professional leave forms and travel reimbursements
17. Performs other duties and responsibilities as assigned by supervisor
18. Attend Board of Education meetings and other meetings as assigned by Superintendent
- Educational Office Professionals
- Physical and Cognitive Requirements



The major physical and cognitive requirements listed below are applicable to the Executive Assistant to Superintendent job classification within Scotland County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- respond adequately to inquiries or complaints based on policy, legislation, and communicated expectations
- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- create and edit documents using Microsoft Office products
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- engage with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergencies
- be sensitive to cultural differences among individuals and groups of people
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment

operate/use a variety of printing/graphic arts machines

- operate/use a variety of audiovisual/electronic machines and devices •
- operate/use a variety of communication machines/equipment/devices •
- operate/use a variety of job specific machines/equipment

Work Schedule: A typically workday is 7:30 AM- 4:30 PM, with one hour for lunch. Office location is at the Scotland County Schools Central Office. Hours may vary because of meetings and other programmatic events.

Contact Person: Please email resume and cover letter to Dr. Takeda LeGrand, Superintendent, tlegrand@scotland.k12.nc.us.