

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**QUALIFICATIONS:**

1. Bachelor's degree
2. Strong computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills

**DESIRED QUALIFICATIONS:** Experience in graphic design and marketing

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To support the Superintendent in a one-on-one working relationship, as well as assist the school boards in carrying out their duties. To serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Superintendent's office.

**PERFORMANCE RESPONSIBILITIES:**

1. Completes a broad variety of administrative tasks for the Superintendent (and Assistant Superintendent as time allows) including: managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential, preparing meeting agendas and minutes, organizing and maintaining files, and coordinating arrangements for meetings/conferences/workshops, including coordinating meeting space, audiovisual, travel arrangements and catering when necessary.
2. Assists in prioritizing the Superintendent's workload.
3. Maintains awareness of District news and events and proactively drafts communications such as letters of congratulations and condolences, etc. on behalf of the Superintendent.
4. Plans, coordinates and ensures that the Superintendent's schedule is followed and respected. Provides "gatekeeper" and "gateway" role for direct access to the Superintendent's time.
5. Works closely and effectively with the Superintendent to keep her/him informed of upcoming commitments and responsibilities, following up appropriately, and preparing materials as needed.
6. Researches, prioritizes, and drafts proposals on issues and concerns for the Superintendent.
7. Successfully completes critical aspects of deliverables with a hands-on approach, and other tasks that facilitates the Superintendent's ability to effectively lead the District.
8. Attends School Board meetings, takes minutes, assists the Superintendent in her/his role as Secretary Ex-Officio.

9. Creates and distributes electronic versions agendas, materials, and minutes of the Boards and standing committees on a timely basis.
10. Keeps an accurate record of board and committee agendas and minutes in paper and electronic form. Also keeps website updated with the same.
11. Manages communication for the Boards and office including scheduling meetings and building project related communications.
12. Produces various communications for the Superintendent's Office and School Boards including, but not limited to, brochures, visual presentations, graphs/charts and letters/memos.
13. Maintains and tracks current policies, stipends and job descriptions, on the web, binders, and electronic files.
14. Maintains high level of confidentiality.
15. Disseminates policy changes to website and updates District policy manuals.
16. Attends district committee meetings as requested by the Superintendent, including performing various tasks as requested related to these meetings.
17. Processes, tracks and handles correspondence related to Superintendent Agreements, Homeschoolers, Tuition and Private School students.
18. May be responsible for creating the annual budget report.
19. Responsibilities may be adjusted within the Central Office team.
20. Performs other duties and responsibilities as may be assigned by the Superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, analyze, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document

History:

Approved: 10/06/04, 11/07/12, 11/28/17, 06/06/18

Approved: June 5, 2019