Logan-Rogersville R-VIII
SCHOOL DISTRICT
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Job Description

Job Title:	**EXECUTIVE ASSISTANT**
Department:	Clerical
Reports to:	Assistant Superintendent or Administration Office Director
Classification:	Non-exempt / Support Staff
Employment:	12 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

This position provides the necessary clerical support required by the Administration Office to assure the smooth, efficient operation of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Demonstrates appropriate greeting procedures and effective routing techniques.
2. Demonstrates effective listening skills.
3. Communicates effectively with staff and general public in order to provide information and assistance while maintaining the confidentiality associated with the position.
4. Utilizes computer skills effectively.
5. Operates office equipment efficiently.
6. Prepares purchase orders, check requests, forms, etc. for administrators.
7. Prepares routine correspondence.
8. Answers phones, respond to routine questions, schedule appointments and route calls to appropriate staff.
9. Maintains files.
10. Keeps schedules for administrators.
11. Makes travel arrangements for administrators.
12. Supports fellow workers in completing short term projects.
13. Is dependable and self-motivated.
14. Initiates tasks when appropriate.
15. Performs functions assigned by supervisors in an effective and timely manner.
16. Demonstrates current knowledge of business grammar, terminology and proper formatting.
17. Maintains accurate and efficient records
18. Follows appropriate accounting guidelines.
19. Maintains confidential nature of all school-related matters.
20. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

None

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school graduate and at least two years clerical experience

Certificates, Licenses, Registrations

None. However a keyboarding skills test will be administered

SKILLS AND ABILITIES

Language

Read and interpret documents such as instructions and procedure manuals
Write simple and complex reports and correspondence
Speak with members of the public and other staff members

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form
Solve problems when such problems have a variety of concrete variables

Technology

Have strong computer skills including word processing, and working with spreadsheets and databases
Be able to understand and submit reports to district administration, state and federal agencies
Have the ability to learn new systems and software

Additional Skills and Abilities

Strong interpersonal skills
The ability to work closely with a variety of staff members and the public
The ability to safeguard confidential information

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak. Close vision ability to look at a computer screen for long periods of time is required. Distance vision is also a must. The employee is frequently required use fingers and controls.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Attendance

Consistent and regular attendance is an essential function of this position

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Office environment: Typical
Deadlines: Frequent
Risk of injury: Minimal
Noisy environment: Routine (visitors, phones, bus radio)
Distractions: Routine (visitors, phones, bus radio)
Exposure to disease: Minimal, sporadic
Outdoor work: Rare

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