



Position Description

School District of Monroe

- JOB TITLE:** BOE/District Administrative Executive Assistant
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Provide administrative support to the District Administrator and Board of Education
- REPORTS TO:** District Administrator
- QUALIFICATIONS:** Clerical, organizational, and decision-making skills necessary to perform duties of a sensitive and confidential nature. Advanced computer software and social media skills including word processing and spreadsheet operations. Proficiency in oral and written communication skills. High school diploma and previous administrative assistant or executive assistant experience required.
- ESSENTIAL DUTIES:**
- Performs Administrative Assistant support necessary to accomplish objectives established by the District Administrator and Board of Education.
 - Adapts to a variety of responsibilities.
 - Properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.
 - Prepare correspondence and reports for the District Administrator and the Board of Education.
 - Maintain files (paper and electronic) for the District Administrator and permanent records for the Board of Education.
 - Prepare and post official agendas of all Board meetings and notices of Board committee meetings.
 - Attend all regular and special Board meetings and prepare official minutes.
 - Perform functions related to student expulsions including preparing necessary notices, compiling materials needed for the hearing, attending hearings, compiling written

transcripts of the hearing for use by legal counsel and hearing officer and preparing/ mailing the Finding of Facts and Expulsion notices.

- Assist with publication of election & referendum notices and preparation of materials and coordination of election and referendum activities.
- Assist in maintaining district policies, district employee handbook, and open records requests.
- Prepare and maintain all personnel files.
- Prepare and maintain all job postings and compile new hire folders.
- Prepare administrative, exempt, professional staff, and extra-curricular contracts and professional staff salary verifications.
- Maintain “Human Resource” file in Skyward
- Process professional development requests and track professional staff credits and licenses.
- Prepare calendars in Skyward for payroll
- Maintain teacher and extra-curricular salary schedules in Skyward
- Complete the yearly staff roll-over in Skyward
- Track resignations, retirements, and new hires

ADDITIONAL DUTIES:

- Promote a positive image of the district at all times.
- Participate in activities which contribute to the effective operation of the district.

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position’s overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: December 2020