

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Executive Administrative Assistant to the Superintendent and School Board  
**Department:** Superintendent  
**Reports to:** Superintendent  
**Prepared Date:** February, 2016

**SUMMARY OF RESPONSIBILITIES**

Provide support to the Superintendent and School Board; maintain a high degree of confidentiality and independence; lead and participate in projects impacting the Superintendent, School Board, and District.

**DUTIES AND RESPONSIBILITIES**

**Supports the Superintendent and School Board:**

- Leads planning for district-wide meetings, events, and school board meetings.
- Responsible for making travel and outside-district meeting arrangements.
- Prepares monthly, weekly, and daily itineraries.
- Determines requirements for reporting.
- Develops and improves district-wide systems.
- Maintains district policies on website.
- Creates and maintains records and reports of the Superintendent's office.
- Prepares and distributes all School Board materials including but not limited to agendas, materials, and packets.
- Coordinates with administrators to assure all supporting documents are assembled and provided for School Board and other meetings.
- Leads and supports all cyclical processes for School Board.

**Communicates to constituents:**

- Interacts with School Board members, administrators, district employees, outside entities, and community members.
- Creates and edits presentations and correspondence with minimal interaction from the School Board and/or Superintendent.
- Screens outside correspondence and communications and resolves complex inquiries with minimal direction.
- Determines agendas for meetings.
- Regularly attends and participates in district meetings.

**Manages budgets:**

- Prepares and reconciles Superintendent's budgets.
- Prepares expense reports and payment requests for Superintendent.
- Reviews past and proposed budgets to develop budgetary recommendations.
- Makes recommendations to ensure appropriate spending.

**Manages projects:**

- Leads impact projects.
- Has advanced knowledge of district operations.
- Makes recommendations on project directions.
- Serves as a resource to others.

**Manages talent:**

- Delegates and assigns work to other employees at the Superintendent's direction.
- Reviews and monitors progress of assigned work.
- Contributes positively to an inclusive school community free from prejudice and intolerance.
- Supports and collaborates with other employees.
- Demonstrates empathy towards others and a sense of personal responsibility.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This position has no formal supervisory responsibilities, but may direct the work of other employees, students, and interns. Provides leadership and initiates teamwork among other employees.

**EDUCATION and/or EXPERIENCE**

Bachelor's Degree or work equivalent as determined by the district.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**KNOWLEDGE, SKILLS & ABILITIES**

At least eight years of experience in an office or school district setting.

Positive attitude and exceptional customer service are essential.

Must enjoy working with people in a busy environment.

Advanced technology skills especially with Microsoft Office products and the Google technology.

Strong writing skills, including the ability to edit and compose clearly written documents.

Task-oriented, organized with the ability to manage multiple tasks while being flexible with a high degree of initiative.

Excellent prioritizing, organizing, problem solving, and decision-making skills.

Experience in exercising considerable judgment, tact, and creativity with a high degree of confidentiality.

Knowledge of general budget and accounting practices and procedures.

Ability to communicate using courtesy, sensitivity and confidentiality, in accordance with state and federal laws.

Ability to interpret district policies and procedures and to parents and employees.

Ability to establish and maintain effective working relationships with principals, administrators and all other employees.

Ability to adapt willingly to frequent changes in activity, priorities, and work schedule.

Ability to maintain regular attendance, which includes completing an assigned day.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. Ability to travel to various district sites is required. The noise level in the work environment is usually quiet, with constant interruptions.