

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: EXECUTIVE ASSISTANT
CALENDAR: EXECUTIVE ASSISTANT
SALARY: GRADE 18

Job Goal Use independent judgment and broad knowledge of District policies, programs and organizational structure to assist the Superintendent and Governing Board in the administration and operation of Chandler Schools

Minimum Qualifications:

- High School Diploma or equivalent with two years additional training in specialized business courses
- Four to five years of progressively responsible secretarial experience requiring above average secretarial skills
- Strong computer skills with current software programs and the ability to take dictation
- High level of organizational skills and the ability to prioritize work load
- Satisfactory criminal background check

Core Job Functions:

- Prepare correspondence, reports, notices, memos and other materials for superintendent and Governing Board members
- Schedule appointments, receiving public and directing phone inquiries for superintendent and Governing Board members
- Coordinate the preparation and dissemination of Governing Board agendas, booklets and notices
- Attend Board meetings, study sessions, district meetings and transcribing minutes of meetings
- Maintain a variety of files, calendars and records in support the superintendent and Governing Board
- Oversee work duties/schedules and maintaining timekeeping records for District Office custodians
- Monitor school web sites and District Office Employee guidelines
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisors
- Operate and caring for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district

- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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 the essential functions.