



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Executive Assistant to the Superintendent**  
 Job Family: **Support Services**  
 Prepared/Revised Date: **November 6, 2023**

FLSA Status: **Exempt**  
 Pay Range: **SS50Y**  
 Job Code: **32201**

**SUMMARY:** Responsible for ensuring the smooth operation of District business by providing executive support and assistance to the Superintendent; oversee the daily business functions related to the duties of the Superintendent. Serve as liaison and field parent, community, staff, and governmental agencies requests, questions, and concerns; resolve or refer issues for resolution; make some decisions on behalf of Superintendent. Administer budgets, plan, prepare and create and distribute reports, presentations, memos, email, agendas, and notes, including confidential materials. Maintain and coordinate Superintendent's calendar and respond to emails on behalf of the Superintendent. Schedule and arrange travel, meetings, trainings, and events for the Superintendent. Maintain a variety of confidential records and documents and responding to CORA requests involving the office of the Superintendent.

**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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage the Superintendent's calendar. Arrange Superintendent meetings, events, retreats, seminars, and conferences including registration and travel. Coordinate internal District meetings with Cabinet, Leadership, BOE and other internal personnel including staff forums and listening sessions. Coordinate external District meetings with community members and other agencies including educational and governmental entities.	D	40%
2. Serve as clearinghouse for a wide variety of correspondence that is directed to Poudre School District, and the office of the Superintendent, including requests for information from vendors, constituents, government agencies, and PSD staff. Prioritize incoming information, troubleshoot, problem solve, resolve issues/concerns, and use independent decision making to respond on behalf of the Superintendent. Determine which situations need to be elevated to the Superintendent or appropriate team member. Ensure the Superintendent is informed and up to date on important District matters. Provide wide variety of complex and confidential administrative support. Serve as liaison in conveying and preparing information at the request of the Superintendent to the Board of Education, Cabinet members, and appropriate staff members.	D	30%
3. Research, collect and compile data, prepare reports, presentations, and other materials for Superintendent.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Prepare materials for all Superintendent meetings including meeting agendas, reports, presentations, and handouts; coordinate, review, compile and disseminate meeting resources. Create and review meeting minutes and action items and maintain accurate and current records.	W	10%
6. Reconcile Superintendent budgets and purchasing cards. Analyze expenditures to provide forecasting and ensure compliance with established financial, legal, and administrative requirements. Authorize, purchase, and pay expenditures for Superintendent as well as for the Johannsen Support Services building.	M	5%



7. Provide critical support to Crisis Response Team during crisis situations. Open the building and set up necessary technology. Procure and maintain resources for the Crisis Response Team. Research, provide, and record information; provide real time minutes and act as a liaison keeping district staff up to date. Represent the Superintendent in their absence during crisis events and make decisions on their behalf in collaboration with other District leadership. Maintain response files and documentation as deemed necessary.	M	1%
8. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent plus advanced courses in business, technical or vocational school equaling two years of college required
- Associate degree in business administration or related field preferred
- More than five years of office management or executive administrative assistant experience with progressive experience include a high degree of public contact required
- Office support experience within a school district preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills including proficient grammar, spelling, punctuation, and proofreading
- Excellent interpersonal relations skills
- Budget and accounting skills
- Excellent customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to be a part of/work with a team
- Ability to evaluate situations and make recommendations
- Ability to maintain web pages
- Ability to provide basic technology support for devices such as cell phones, tablets, and laptops
- Ability to provide professional and effective skills for communicating orally and in writing with every level of district personnel, citizens, students, and other agencies
- Ability to initiate, organize and set priorities, meet deadlines, exercise sound judgment, problem solve, work independently, and possess high standards of accuracy and dependability
- Knowledge of district and BOE policies, procedures, and regulations, including the Policy Governance model
- Ability and willingness to work outside of normal office hours as needed to perform the duties of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and the ability to learn other software packages as needed
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, label maker, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	