



Longview Independent School District

JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

JOB TITLE:	Executive Assistant to the Chief Executive Officer	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Chief Executive Officer	TERMS:	226 Days
DEPARTMENT:	East Texas Advanced Academies	PAY GRADE:	Paraprofessional (TBD) (Grant Funded)

PRIMARY PURPOSE:

The Executive Assistant to the Chief Executive Officer ensures the efficient operation of the Chief Executive Officer's office and provides clerical services to the Chief Executive Officer and Board of Directors, works under general supervision and directs the work of clerical employees assigned, handles confidential information and frequent contact with all levels of network employees, outside agencies, and the general public.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree preferred

Minimum Experience:

Five years of progressively advanced experience in school business management, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare and maintain office records and data
2. Collect, organize, copy, and maintain all materials needed for the Chief Executive Officer
3. Type all correspondence, memoranda, and reports for the Chief Executive Officer
4. Compile information and prepare reports as needed
5. Distribute materials to administrators and principals as needed



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Schedule appointments and maintain Chief Executive Officer's calendar
7. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to Chief Executive Officer
8. Answer incoming calls and handle questions from public, outside agencies, Board of Directors and staff
9. Organize and manage routine work activities of the office
10. Maintain physical and computerized files
11. Assist with travel arrangements for Chief Executive Officer and administrators as needed, including making hotel reservations and turning in conference registration forms
12. Review and distribute mail
13. Comply with network policies, as well as state and federal laws and regulations
14. Adhere to the network's safety policies and procedures
15. Maintain confidentiality in the conduct of network business
16. Must be able to perform the essential functions of walking and interacting with students and/or network employees in the specific work site assigned (classroom or office setting)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated paraprofessional employees, as determined



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2019