

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	Executive Assistant/Communications Coordinator – Gr. 9
FLSA STATUS:	Non-exempt
UPDATED:	January 2008

POSITION OBJECTIVES:

To effectively serve and assist the executive office by coordinating and performing a variety of key administrative and clerical support functions; coordinate executive office and board communications; maintain positive public relations; and to assist with other central office functions as requested..

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

EXECUTIVE OFFICE FUNCTIONS - Performs a variety of general and specialized secretarial and clerical functions, and key administrative support functions for the Executive office including the Superintendent, Assistant Superintendent, and Legal Counsel:

- Answers the main Executive office line and all incoming phone lines for the Superintendent, Assistant Superintendent, and Legal Counsel; greets visitors; assists callers and visitors as appropriate; redirects callers or visitors or takes detailed message if unable to assist; schedules appointments; returns phone calls as requested; etc.
- Designs, implements and maintains currency and completeness of departmental filing, databases, record keeping and reporting systems, including computer applications.
- Assists with the development, update, maintenance and distribution of various written documents related to Executive office functions, such as agendas, memos, general forms, reports, policy statements, procedure manuals and other informational materials as needed or requested.
- Participates in planning activities and special projects related to Executive office functions, with a focus on: researching and/or compiling background information/data; drafting outlines, policies, procedures, schedules, forms, and other related material; creating and running specialized reports; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Organizes and coordinates various Executive office activities/events: Schedules appointments, organizes and coordinates facilities and other meeting arrangements, makes and coordinates travel arrangements, organizes and coordinates staffing, advertising/promotion, picks up supplies/materials/food, and the like.
- Confers regularly with immediate supervisor and Executive office personnel to plan, coordinate and evaluate programs/projects/activities/policies, exchange information, resolve problems, and the like.
- Serves as the recording secretary for Educational Leadership Team; creates and distributes minutes and task lists.
- Manages School Choice program and residency issues, and tracks/manages requests for tuition waivers in accordance with CCSU policy and state law.
- Coordinates and assists with various special projects as requested.
- Develops database to track and record supervision and evaluation for each school; maintains currency of data; develops, runs and distributes reports as requested.
- Opens and properly distributes mail for the Executive office daily; monitors for items that are time sensitive or require immediate attention.
- Photocopies, collates, labels and distributes a variety of written materials as requested.
- Types, proofs and edits correspondences, reports and other materials upon request; regularly drafts routine correspondence for signature.
- Processes purchase orders and manages the budget for the Executive Administrative Services and Legal Services.
- Organizes and coordinates registrations K-3: Serves as liaison with parents; develops and distributes registration packets with letter; collects and reviews registration; recommends assignment to the Superintendent based on

current enrollment figures and residence location; informs principals of the new student; maintains enrollment figures and verifies figures with schools on a regular basis.

BOARD RELATED DUTIES - Provides administrative support functions to all school boards, committees (26), and various community groups:

- Warns, prepares and arranges for meetings.
- Prepares, copies, collates, and distributes agendas, warnings, and informational materials to board members, the community, media, and administrators.
- Maintains board and committee files to include minutes and reports.
- Prepares legal documents for bond issues.
- Follows up on Board or Committee actions.
- Makes or schedules travel or conference arrangements.
- Types correspondences and reports and performs other general and basic clerical duties.
- Transcribes minutes for the Westford School Board.
- Research projects as needed per board request.
- Process purchase orders and manages the budgets for the three school boards.

COMMUNICATIONS/PUBLIC RELATIONS COORDINATOR

- Creates and distributes regular employee newsletters (e.g. "Insider", "CCSU: A Closer Look")
- Send information/press releases to local media and helps maintain positive media relations.
- Posts Breaking News on the CCSU web pages.
- Serves as office liaison with Boards, committees and various community groups.
- Actively participates as a member of the CCSU Web Team to assist with the design, development, implementation and communication of the CCSU web page.
- Schedules and assists with the training needs associated with the web site.
- Develops, updates and maintains school board web pages including agendas, minutes (current and archival), School Action Plans, calendars, etc.
- Inputs and maintains currency of content and key words for the CCSU on-line policies and student/parent forms.
- Serves as an RETN Board Member to establishes a firm connection between CCSU and RETN enabling increased opportunities in broadcast media (e.g. student internships, filming of special projects, live annual meetings)
- Serves as a member of the CCSU Building Blocks Communication Task Team
- Communicates regularly with public education associations, community organizations, media representatives, and others outside the District in carrying out assigned functions.
- Communicates regularly with the Executive office personnel, school administrators, staff, faculty, parents, and students to plan and coordinate programs/activities, exchange information, investigate and resolve problems, and the like. Informally represent the Superintendent and Assistant Superintendent to various internal constituencies, referring unusual problems or issues directly to the Superintendent or Assistant Superintendent as appropriate.
- Assists with the development and execution of various communication plans related to special projects.
- Compiles and manages the ordering, production and distribution of annual reports, student/parent handbooks, safety manual, and other related reports.

GENERAL OFFICE DUTIES

- Performs backup receptionist and clerical functions for the central office when the *Administrative Assistant/Receptionist* is absent or away from his/her desks.
- Assists other administrators with special projects as requested.
- Assist with the set up of computers and other technology needs for trainings.
- Serves as a general "to go" person in the central office for technology issues.
- Works with school secretaries and administrators to develop, maintain, and distribute CCSU student/parent forms.
- Keeps abreast of current CCSU policies and procedures, and other relevant regulations & legislation, and helps communicate and enforce compliance with such.

- Schedules and assists with the development and training of school clerical assistants on new procedures.
- Maintains professionalism and confidentiality.

SUPERVISION RECEIVED: Receives assignments and direction from the Superintendent, Assistant Superintendent, Legal Counsel, and Executive Director of Operations/CFO. May occasionally receive assignments and direction from other members of the CCSU Administrative team. Reports to, supervised and evaluated by the Superintendent with input from the Assistant Superintendent, Legal Counsel, and Executive Director of Operations and other CCSU Administrators.

SUPERVISORY RESPONSIBILITIES: Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and to provide effective backup.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associate's degree in business or other appropriate discipline, plus two to three years of relevant secretarial experience, or a combination education and experience from which comparable knowledge and skills are acquired. Good general understanding of public education organizational and governance structures.
- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, community members, board members, administrators or employees of organization.
- **Mathematical Skills.** Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- **Computer Skills and Experience.** Proficient word processing and web page management skills. Microsoft Office and desktop publishing experience and skills preferred. Experience with Web-page maintenance & design knowledge using Dreamweaver & Flash software and/or HTML coding also preferred.
- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, community members, parents, students, media and representatives of outside organizations.
- **Other Personal Characteristics.** High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.