



## **Sumner Bonney Lake School District**

An Equal Opportunity/Affirmative Action Employer

### **Executive Assistant to the Superintendent and Deputy Superintendent**

#### **Compensation & Representation:**

The Executive Assistant to the Superintendent, Deputy Superintendent and School Board is an exempt position.

This position provides secretarial and administrative support services for the Superintendent's Office; Deputy Superintendent's Office, performs as a recording secretary to the Board of Directors, providing comprehensive documentation for official District records and accomplishments.

#### **Specific Job Requirements:**

**Governor Inslee has mandated the COVID-19 Vaccine for all employees working in Washington's public K-12 schools as a condition of employment. All employees are required to be fully vaccinated. Per the Governor's mandate, staff may be eligible for exemptions based on medical conditions or sincerely held religious belief.**

- Bachelor's degree required, Masters preferred with additional secretarial training in computers, software and office procedures.
- Minimum of five (5) years of experience in senior level executive support, preferably in a school district setting.
- Must be able to work evenings and weekends for school board work
- Certified notary republic preferred
- Trained in Open Public Meetings Act preferred

#### **General Job Requirements:**

- Ability to use Zoom expertly; will use Zoom for large group meetings as well as live streaming and recording Board Meetings
- Ability to use social media platforms to assist in superintendent communication efforts
- Regular, reliable, predictable attendance or physical presence is an essential job requirement and critical to the performance of the work.
- Must have proficiency in verbal and writing skills with the ability to compose correspondence, reports, messages, charts, etc.
- Knowledge of general modern office procedures and equipment and ability to learn District practices, procedures and equipment.
- Ability to use computers and information systems for various work-related tasks.
- Writing skills must include proficiency in grammar, spelling and composition.
- Skill in recordkeeping and report preparation.
- Skill in keyboarding and data entry.

- Ability to attend to detail and follow tasks through to completion.
- Ability to use multiple technological communication systems.
- Must be able to work independently with little supervision, work under pressure with frequent interruptions and meet deadlines.
- Must have good interpersonal skills and be versatile and adaptable in dealing with unpredictable situations; must possess excellent human relations skills in dealing with the public, staff, parents, administrators and co-workers.
- Must be able to handle sensitive and confidential information.
- Must present a professional appearance.
- Demonstrates established pattern of professional growth

### **Essential Job Functions:**

- Responds to a large variety of inquiries in person and via telephone, explains policies and procedures; assists in the resolution of problems and complaints; makes referrals as appropriate.
- Composes, edits, and types correspondence, reports, lists, and memoranda from notes, written drafts, or dictation using word processing applications; proofreads; makes appropriate distribution.
- Establishes and maintains correspondence files, budget files, legal correspondence, reports and other data files as required (electronic and /or paper copy).
- Schedules and coordinates activities for the Superintendent, Deputy Superintendent and School Board; maintains calendar and appointment schedules; coordinates travel plans; prepares and processes claim forms for travel expenses; arranges conferences and meetings; organizes materials for meetings.
- Processes office mail, determines distribution and responds independently to correspondence not requiring action by the Superintendent, Deputy Superintendent and/or School Board.
- Prepares reports and correspondence for multiple audiences in accordance with department and district policies/procedures and instructions as provided by the Superintendent.
- Maintains timekeeping and attendance records for the Superintendent's Office staff; monitors vacation schedules for the Superintendent's cabinet.
- Assists in preparation of the Superintendent and School Board budget; monitors accounts on a regular basis; may research and collect background data to complete or prepare reports.
- Attends all Board Meetings and records Board minutes; transcribes, summarizes and distributes minutes; maintains official records of minutes and related documentation for auditing purposes
- Prepares and posts Board Meeting notices; coordinates and formats final agenda for Board Meetings in accordance with bylaws; informs appropriate parties
- Maintains strict confidentiality; takes steps to protect confidential information.
- Maintains and updates knowledge and skills required for success in the position by participating in professional development activities as needed or as assigned.
- Participates in District committees as needed.
- Prepares data for billing or planning purposes as assigned.
- Participates as a cooperative and facilitative team player with co-workers, other district staff, administrators and supervisor in working toward district goals and outcomes.
- Performs other duties related to supporting the District's mission.
- Performs a variety of related duties as assigned.
- Ability to relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community
- Participates in staff and department meetings.
- Exhibits multicultural and ethnic understanding and sensitivity with the capability to communicate effectively with all cultural groups in the Sumner-Bonney Lake School District.
- Works collaboratively within the professional learning community of the school and district.

- Ability to learn new procedures quickly, flexibly and adaptably.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Reports to work with regular and reliable attendance and punctuality.
- Upholds board policy, district and building policies and goals.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

**Working Conditions:**

Good working conditions. Occasional exposure to weather. Moderate physical demand, occasionally required to lift and carry objects weighing up to twenty-five (25) pounds and push/pull with up to twenty-five (25) pounds of force. Must be able to walk up to 500 feet at a time and climb stairs as needed.

Alternatives to the above requirements and desirable qualifications may be made as the District finds appropriate and acceptable. It is understood that the District has a right to transfer and assign employees to best fit the needs of the District.

The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months.

The Sumner-Bonney Lake School District will make “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause undue hardship for the employer.

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs contact the Director of Student Services.

The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640 Compliance Officer Adrienne Chacón, Director of Human Resources, [adrienne\\_chacon@sumnersd.org](mailto:adrienne_chacon@sumnersd.org); ADA Coordinator, Diana Thomas, Director of Human Resources, [diana\\_thomas@sumnersd.org](mailto:diana_thomas@sumnersd.org); Section 504 Coordinator Karen Finigan, Executive Director of Special Services, [karen\\_finigan@sumnersd.org](mailto:karen_finigan@sumnersd.org); 1202 Wood Avenue, Sumner, WA 98390.

Revised 05/2022