

Williams Bay School District

**Position Title: Executive Assistant to the District
Administrator and Board of Education /
Accounts Payable**

Reports to: District Administrator and Board of Education

Required Qualifications:

- Post-secondary administrative assistant training
- Associate, or bachelor's degree and/or comparable experience
- Personal characteristics that reflect excellent record keeping and clerical skills.
- This individual shall possess exceptional organizational ability, broad knowledge of administrative functions, and interpersonal skills.

Special Requirements:

- Ability to exercise discretion and independent judgment to follow instructions and deal with problems involving several variables.
- Excellent interpersonal and public relations skills.
- Ability to explain and interpret policies of the District Administrator's office to employees and public.
- Ability to manage information systems.
- Ability to perform varied and complex clerical tasks at a high rate of speed and accuracy.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Proficiency in the usage of database software, internet software, e-mail, word processing software, and Google.
- Thorough knowledge of district programs, operation, and policies.
- Thorough knowledge of modern office technology and procedures.

General Responsibilities:

Exercising discretion and independent judgment to support the District Administrator and School Board, assisting both entities with significant management and functions of the district's operations, including personnel management, finance, budgeting, purchasing, and other important administrative functions. The Executive Assistant to the District Administrator is responsible for supporting and advising the District Administrator in the daily operations of the district, including planning, implementing, and maintaining district programs. This individual provides a wide variety of significant, complex, and confidential administrative duties. He or she prepares and processes a wide variety of materials for the purposes of communicating information and/or creating documentation in compliance with applicable guidelines. Oftentimes, as the first contact in the school district, a friendly, welcoming, and helpful demeanor should be displayed.

In the role of Executive Assistant to the School Board, this individual attends Board meetings, public hearings, and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.

This job is distinguished from similar assistant jobs in that it is an executive level clerical support position. This requires discretion and independent judgment on matters of significance to the district, and higher levels of skills, organization, and confidentiality.

Performance Responsibilities:

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Executive Assistant to the District Administrator:

- Conducts research on a variety of topics (e.g. current and newly updated policies and practices, education codes, Board agenda items, legal updates, etc.); providing information, recommendations, and/or addressing a variety of administrative or Board requirements.
- Schedules a wide variety of activities and sets priorities (e.g. appointments, meetings, travel reservations/accommodations), making necessary arrangements for the District Administrator, School Board, and Administration team.

- Coordinates a variety of projects, activities, and/or events for the District Administrator and School Board (e.g. meetings, luncheons, receptions, workshops, etc.), delivering services in an organized, timely and friendly manner.
- With discretion and independent judgment, responds to calls, e-mails, or mail and/or other modes of correspondence; effectively and courteously answering questions and/or solving problems with timely follow-up. Provides information and/or refers issue to appropriate personnel.
- Oversees pre-employment human resource functions. Makes timely announcement of employment dates, deadlines, etc. to be observed by applicants and employees to comply with state and district requirements and serves as district contact for applicants. Maintains up-to-date employment website and manages WECAN (Wisconsin Education Career Access Network) portal for job postings and application management.
- Oversees substitute application process. Manages Absence Management portal for teacher and clerical substitutes and employees.
- Completes background checks for all new regular and substitute employees, and volunteers.
- Maintain district agency fund including deposit, disbursement, and documentation in accordance with board policy.
- Compiles data from a variety of diversified sources (e.g. governmental agencies, community organizations, staff members, board members, etc.) in order to prepare reports, make recommendations, and/or to prepare information for the District Administrator or School Board. Examples of this include:
 - Supports and files documents for nonrenewal and layoff processes.
 - Prepare and submit annual DPI Staffing Report
- Attends administrative team meetings, Board meetings, public hearings, and work sessions for the purpose of providing data or information, recording minutes, distributing materials, and/or supporting the needs of the attendees.
- Participates in a variety of workshops, meetings, and/or trainings to receive and provide information, take minutes, or support the needs of the attendees. Is accountable for communicating and/or recommending change from knowledge gained from workshops or trainings.
- Prepares agenda, materials, and meeting minutes, in a timely manner, for administrative meetings. Accomplishes related tasks and supports the needs of the District Administrator and attendees as needed.
- Maintains databases that include manual and electronic documents, files, and records required for preparing reports, making recommendations, and preparing information for the District Administrator. Examples of databases include all personnel files.
- Is helpful and accommodating to staff, parents and community members to problem solve issues from a point of service of “how can I help.”
- Performs other duties and accepts other responsibilities as assigned.

Executive Assistant to School Board:

- Has a thorough knowledge of School Board policies and administrative rules.
- Works with School Board and/or administrators to maintain currency of School Board policies and administrative rules.
- Maintains School Board website with up-to-date Board agendas, minutes, and policy changes. Notifies staff of policy updates that are relevant to their position.
- Prepare functions related to student expulsions including preparing necessary notices, attending hearings, and compiling written minutes of the hearing for use by administration and legal counsel.
- With discretion and independent judgment, administers School Board Election Process.
- Attends all School Board and its associated meetings, serving as the recording secretary.
- Prepares and maintains the official minutes of School Board proceedings.
- Coordinates and disseminates the School Board agenda and supporting documents for School Board and associated meetings.
- Notifies media of School Board associated meeting dates and times; assures that Board agendas are posted at all posting locations; publishes all legal notices of Board meetings.

Accounts Payable:

- Reconciles, codes, and enters all accounts payable vouchers for the district.
- Audit financial entries and transaction in Skyward Financial Management system for compliance with District policies and Internal Controls (invoice entry, check requests, requisitions, etc.)
- Maintain accurate vendor records.
- Receive and process all requisitions and submit for approval.
- Prepare purchase orders and submit to vendors.
- Audit preparation, as assigned.
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.

Other:

- Complete student work permit applications.
- Provide backup assistance in school offices as needed.
- Maintain confidentiality of administration and Board of Education.
- Always promote a positive image of the District.
- Perform other responsibilities as assigned by the District Administrator.

Terms of Employment:

At will employee. Twelve-month year (228 days): compensation and employment responsibilities to be arranged by the District Administrator for support staff and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of support personnel.

APPROVED: January 25, 2021