

# KLAMATH COUNTY SCHOOL DISTRICT

<b>TITLE:</b>	<b>Executive Assistant to the Superintendent and Secretary to Board of Directors (Confidential)</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Superintendent/Board of Directors
<b>EDUCATION:</b>	High School Diploma or GED Equivalent. BS in Business Administration, Office Management, or related field preferred.	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Days	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB QUALIFICATIONS:</b>	<p>Assist the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the board to its staff, other districts and public agencies. 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 the Board.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

**MINIMUM QUALIFICATIONS:**

- Knowledge of business English and Math, office management/workflow practices, and ability and willingness to work in teams.
- Perform highly responsible, confidential, and complex secretarial assignments for the Klamath County School District Superintendent and members of the Board of Directors.
- Ability to respect all confidential information.
- Ability to perform well under pressure (time, quality, and quantity).
- Ability to work independently.
- Ability to maintain cooperative relationships and effectively communicate both orally and in writing.

**ESSENTIAL JOB RESPONSIBILITIES:** (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

1. Serve as confidential/executive secretary to the Superintendent of Schools and members of the Klamath County School District Board of Directors.
2. Take and transcribe the Superintendent's and Board members' correspondence, prepare correspondence, and materials independently or from oral instruction.
3. Type reports, memoranda and other documents; compile and write reports in accordance with written or oral instructions. To include, but not limited to, COSA and ODE annual reports.
4. Attend Regular and Special Board of Directors meetings, and others as necessary.
5. Record and prepare the minutes of Board of Directors and other meetings, including execution of official papers, transmittal of forms as required by law, indexing and routine follow up of minutes.
6. Responsible for preparation, assembly and distribution of the Board of Director meeting agendas.
7. Effectively communicate and maintain cooperative relationships with those contacted in the course of work; act as liaison between Superintendent's Office, Board of Director members, and schools or departments.
8. Conduct initial interviews in person or on telephone with students, teachers, parents, and community and either answer questions, refer to an appropriate staff member, or make appointment with the Superintendent; receive complaints and take action if possible or refer matter to proper persons.
9. Maintain files on Board of Director actions including minutes, history, and resolutions.

10. Maintain KCSD Board Policies and Administrative Regulations. Ensure timely evaluation of optional and required policy updates, seek Board approval, and disseminate as necessary.
11. Maintain all administrative personnel files and records.
12. Monitor, oversee and provide support for KCSD's online evaluation platform Talent Perform.
13. Monitor, oversee and provide support for KCSD's board meeting software program Boardbook.
14. Assist with bargaining.
15. Provide new hire communication and facilitate onboarding appointments for all administrative personnel.
16. Perform annual review of administrative personnel files to ensure accurate salary placement and job history.
17. Determine distribution of incoming mail addressed to the Superintendent or Board of Directors.
18. Track expiration dates for Board and Budget Committee members to ensure timely announcement of openings.
19. Accept and compile Budget Committee member applications.
20. Certify election results with Klamath County Clerk.
21. Compile data for Superintendent's and Board of Directors' budgets; post and maintain budgetary and financial records.
22. Schedule meetings, conferences and appointments; make travel arrangements for Superintendent and Board of Director members.
23. Attend and record weekly Cabinet Director meetings and Leadership Team meetings.
24. ~~Compile and distribute Spotlight schedule for schools.~~
25. Responsible for compiling agendas and providing food, as needed, for all meetings hosted by the Superintendent's Office.
26. Maintain records for administrative professional endorsement and licensure. Provide monthly reminders for administrator license renewal and track license expirations as necessary. Communicate any concerns to the Director of Human Resources as potential personnel issue/contract violations.
27. Maintain KCSD historical records and documents.
28. Order and distribute retirement recognition awards.
29. Track usage of administrative vehicles.
30. Maintain individual administrative professional development funds usage.
31. Track administrative work calendars and reconcile monthly.
32. Communicate with Oregon Department of Transportation regarding school calendar and start/stop times.
33. Distribute annual inclement weather/school closure notice information to ensure accurate internal and external communication.
34. Monitor receipt of internal and external complaints to ensure timely responses.
35. Determine annual Regular Board Meeting schedule.
36. Process expulsion modification hearing results.
37. Process early graduation requests.
38. Process out of state student travel requests.
39. Maintain KCSD organizational charts.
40. Maintain lists of administrative personnel contract placement; inform Board of Directors annually according to contract. Notify administrators of board action associated with individual contracts, distribute and track receipt of fully executed employee contracts to ensure placement in personnel files.
41. Process bills received, obtain payment authorization and route accordingly.
42. Perform monthly reconciliation of all Procurement Cards associated with the Superintendent's Office.
43. Perform other related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

1. Advanced oral and written communication, interpersonal, and problem solving skills.
2. Strong familiarization with BoardBook software, as well as Microsoft Office.
3. Knowledge of Oregon’s Teacher Standards and Practices Commission website, application process, endorsement and license guides.
4. Operating knowledge of and experience with personal computers and basic office equipment including fax, copier, telephone and printer.
5. Work independently, think creatively and be flexible.
6. Establish and maintain accurate records.
7. Meet timelines and be concerned about detail.
8. Carry out directives and directions accurately and professionally.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>100</u> % of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

**OTHER PHYSICAL DEMANDS**

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps			x		
Climb Ladder			x		
Work at Heights			x		
Reach at or Above Shoulder			x		
Reach Below Shoulder			x		
Use of Arms			x		
Use of Wrists			x		
Use of Hands			x		
Grasping/Squeezing			x		
Operate Foot Controls	x				

**ENDURANCE**

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking			x				
Change Positions			x				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

*For physician to complete:*

Is this job appropriate?  Yes  No      Date of Release: \_\_\_\_\_

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

