

CLASSIFICATION DESCRIPTION

Title: Coordinator for the Office of the Superintendent and School Board & Executive Assistant to the Superintendent and School Board

Clerical – EEA Administrative Level 2

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Superintendent of Schools	<u>DEPARTMENT:</u> Office of the Superintendent and Board of Education	<u>FLSA STATUS:</u> Exempt
<u>ACCOUNTABLE FOR (Job Titles):</u> EEA Clerical Level III, IV and Administrators as assigned		<u>PAY GRADE ASSIGNMENT:</u> Executive Employees Association, Administrative Salary Schedule, Pay Group 2

GENERAL SUMMARY OR PURPOSE OF JOB:
<p>The essential duties of this position encompass all areas of work conducted by the District, Superintendent and School Board. It accesses the highest level of district information from administrative decisions and policy discussion to confidential legal and personnel issues, as well as labor negotiations.</p> <p>Provides executive level administrative support to the Superintendent and School Board in all matters pertaining to the administration of the School District.</p> <p>Under little or no administrative direction, initiates and coordinates superintendent and school board functions in the implementation of administrative policies and procedures. Work responsibilities extend to providing administrative assistance and management support requiring a high degree of awareness, tact, creativity and initiative in managing and/or completing projects and resolving complex work problems or processes. Work responsibilities may extend to providing work direction to other support staff.</p> <p>At this level, employees are responsible for highly complex staff support duties, including managing highly sensitive confidential information. The scope and complexity of this level deals with diverse work activities that require an extensive knowledge and understanding of School District and School Board operations, and policies.</p>

DUTY NO.	ESSENTIAL DUTIES: (Executive Assistant to Office of Superintendent and School Board)
1.	Provide administrative support for the Superintendent and members of the School Board (i.e., managing schedules, electronic communications, information gathering, word processing, etc.).
2.	Gather and prepare information for the Superintendent's scheduled meetings; follow up on progress and status of projects as needed.
3.	Maintain schedule and provide ongoing communication and support for Cabinet level staff, including coordination and dissemination of information and follow-up on progress and status of projects as needed.
4.	Prepare materials for weekly School Board mailings and manage BoardBook site; provide access and training to District staff as needed.

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5.	<p>Administer the process and procedures for all school board related items.</p> <p>Supervise and coordinate the set-up of meetings of the school board; attend and provide assistance and support at School Board meetings, take and publish meeting minutes, and create and maintain the permanent record of school board minutes.</p> <p>Coordinate, attend, and follow up on Agenda Setting meetings/items for the regular monthly board meetings. Including administering the process for all items needing board approval.</p> <p>Coordinate all closed session meetings of the school board including maintaining confidential recordings.</p> <p>Coordinate, attend, create agendas and complete all follow up requirements for the School Board Policy Meetings. Independently develop language and revisions using MSBA recommendations and State Statutes to include on district policies.</p>
6.	<p>Coordinate, review, answer, reassign, and follow up on all superintendent's email correspondence. Coordinate, review, answer, reassign, and follow up on all "email the superintendent" email correspondence</p> <p>Coordinate, review, answer, reassign, and follow up on all school board public comment email correspondence</p> <p>Receive, post, and distribute mail; review material regarding deadlines that involve the Superintendent, Cabinet or School Board</p>
7.	<p>Manage and monitor budget for the Superintendent's Office and School Board.</p>
8.	<p>Maintain District Policy documentation and administer the Policy Review Process including developing language/revisions from the MN School Boards Association (MSBA) and State Statutes; maintain District Policy web site, maintain history of policy revisions, and serve on and coordinate the School Board Policy Committee.</p>
9.	<p>Maintain District website pages as apparent or assigned.</p>
10.	<p>Coordinates the administration of all weather-related school closings and delays. – including collaboration with the superintendent and messaging all families and staff. Maintain up to date contact list for surrounding districts, coordinate yearly school closure review meeting, responsible for notification to families and staff regarding school closures/delays, etc.</p>
11.	<p>Providing administrative support for MN Department of Education (MDE) Secured Web Site access and certifications District-wide. Serve as Identified Official with Authority to MDE secure reports, analytics, etc. as appointed by the school board.</p>
12.	<p>Greet public, answer calls, and direct questions to appropriate personnel.</p>

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13.	Make travel arrangements for the Superintendent and School Board Members. Coordinate and attend (as needed) MSBA training for all new School Board Members. Coordinate and attend for Superintendent and Board members annually including but not limited to: MSBA Leadership Conference, Duluth Days at the Legislature, MSBA Back to School Seminar, MSBA Summer Seminar, Annual Chamber of Commerce Meeting.
14.	Perform related work as apparent or assigned.
15.	Serve on the following committees: <ul style="list-style-type: none"> • Superintendent’s Cabinet (Administrative) team • School Board Policy Committee • District Advisory Committee
16.	Serve as back up Election Clerk for the District. Requires certification. Could include all items on the Business Services Assistants job description.
17.	Administer the confidential legal billing process for the district.
18.	Serve as a liaison between the School Board and the Superintendent to the Minnesota School Board Association and District Legal Teams. Research and review Minnesota Statutes and laws related to the School Board and all School District policies and procedures.

MINIMUM QUALIFICATIONS: *(necessary qualifications to gain entry into the job not preferred or desirable qualifications)*

- Associates Degree or comparable degree/experience
- High School Diploma or general education degree (GED).
- Five (5) years of experience in advanced staff support.
- Demonstrated knowledge and high-level proficiency with Microsoft Word, Excel, database management, and Google applications.
- Intermediate level accounting skills, including experience in working with budgets.
- Demonstrated ability to meet deadlines while working under pressure and with frequent interruptions and/or priority shifts.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to problem solve with limited direction.
- Demonstrated experience handling travel arrangements.
- Demonstrated experience handling scheduling arrangements.

CERTIFICATION OR LICENSING REQUIREMENTS: *(prior to job entry)*

Election Training Certification (could be done on the job)

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KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- District policies, regulations, procedures, and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Minnesota Election Laws
- Open Meeting Laws/Regulations
- Customer service principles and practices.
- District budgeting and payroll systems.
- Modern office methods, practices and procedures.
- Bookkeeping procedures and principles.
- Advanced to expert level personal computer operations and software applications.

SKILLS REQUIREMENTS: (Skilled in)

- Experience with planning, organizing and setting work priorities and working independently in a fast pace administrative office.
- Excellent communication and interpersonal skills including the ability to write clearly and concisely.
- Experience with meeting predetermined deadlines.
- Experience with gaining cooperation and conformance.
- Experience with interpreting, explaining and applying written and oral instruction, procedures, and regulations.
- Experience with determining priorities in the handling of unique and complex problems.
- Problem solve with limited to no direction.
- Meet deadlines while working under pressure and with frequent interruptions and/or priority shifts
- Experience with promoting public relations and dealing tactfully and diplomatically with School Board, staff, parents and students, and the public.
- Experience with maintaining confidentiality with highly sensitive information, issues and situations.

PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

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GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS: *Work can be generally characterized as:*

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

JOB CLASSIFICATION HISTORY: Human Resources 4/12/2016
October 12, 2021