

# **Anoka-Hennepin Independent School District #11**

## **Job Description**

**Title:** Executive Administrative Assistant to the Superintendent and School Board

**Reports to:** Superintendent and School Board

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### **JOB SUMMARY**

Provide administrative support to the Superintendent and School Board; maintain a high degree of confidentiality and independence; lead and participate in projects impacting the Superintendent, School Board, and District.

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### **KEY RESPONSIBILITIES**

#### **Supports the Superintendent and School Board:**

- Leads planning for district-wide meetings, events, and school board meetings.
- Responsible for making travel and outside-district meeting arrangements.
- Prepares monthly, weekly, and daily itineraries and corresponding mileage reports.
- Determines requirements for reporting.
- Develops and improves district-wide systems.
- Creates and maintains records and reports of the Superintendent's office.
- Prepares and distributes all School Board materials including but not limited to agendas, materials, and packets.
- Coordinates with administrators to assure all supporting documents are assembled and provided for School Board and other meetings.
- Compiles School Board minutes for School Board Minutes book, School Board agendas for Superintendent's Report books and works with vendor to produce official document books.
- Leads and supports all cyclical processes for School Board.

#### **Communicates to constituents:**

- Interacts with School Board members, administrators, district employees, outside entities, and community members.
- Creates and edits presentations and correspondence with minimal interaction from the School Board and/or Superintendent.
- Screens outside correspondence and communications and resolves complex inquiries with minimal direction.
- Determines agendas for meetings.
- Regularly attends and participates in district meetings.

**Manages budgets:**

- Prepares and reconciles Superintendent's budgets.
- Prepares expense reports and payment requests for the Superintendent.
- Reviews past and proposed budgets to develop budgetary recommendations.
- Makes recommendations to ensure appropriate spending.

**Manages projects:**

- Leads impact projects.
- Has advanced knowledge of district operations.
- Makes recommendations on project directions.
- Serves as a resource to others.

**Manages talent:**

- Delegates and assigns work to other employees at the Superintendent's direction.
- Reviews and monitors progress of assigned work.
- Contributes positively to an inclusive school community.
- Supports and collaborates with other employees.
- Demonstrates empathy towards others and a sense of personal responsibility.

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**Qualifications**

Bachelor's Degree or work experience equivalent, as determined by the district.

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**SKILLS AND COMPETENCIES:**

- At least eight years of experience in an office or school district setting.
- Positive attitude and exceptional customer service are essential.
- Must enjoy working with people in a busy environment.
- Advanced technology skills especially with Microsoft Office products and Google technology.
- Strong writing skills, including the ability to edit and compose clearly written documents.
- Task-oriented, organized with the ability to manage multiple tasks while being flexible with a high degree of initiative.
- Excellent prioritizing, organizing, problem solving, and decision-making skills.
- Experience in exercising considerable judgment, tact, and creativity with a high degree of confidentiality. Knowledge of general budget and accounting practices and procedures.
- Ability to communicate using courtesy, sensitivity, and confidentiality, in accordance with state and federal laws.
- Ability to interpret district policies and procedures to parents and employees.

- Ability to establish and maintain effective working relationships with principals, administrators, and all other employees.
- Ability to adapt willingly to frequent changes in activity, priorities, and work schedule.
- Ability to maintain regular attendance, which includes completing an assigned day.

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### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel.
- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
- Most work is performed in an office.
- Ability to travel to various district sites is required.
- The noise level in the work environment is usually quiet, with constant interruptions.