**NOTICE OF OPEN POSITION**

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**NEWBERG DUNDEE PUBLIC SCHOOLS**

**POSTING DATE: May 28, 2025 CLOSING DATE: June 11, 2025**

**JOB SUMMARY**

Serves as Executive Assistant to the Superintendent and Board of Directors. Performs highly responsible, confidential, and complex assignments for the Superintendent of Schools and the Board of Directors. The Executive Assistant to the Superintendent and Board of Education differs from other Administrative Assistant positions in the level of responsibility and interaction with the Board of Directors, district administrators, outside governmental agencies, the public, and the news media, as well as the level of independent judgment and discretion required. This position is part of the Confidential, Supervisory, Professional Technical group which is distinguished from the classified unit by the assignment of duties that are directly related to the negotiations and employee/employer relations functions of the Superintendent’s office.

**QUALIFICATIONS**

Knowledge

Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling and proofreading; extensive knowledge of business English; record keeping and filing systems; general finance and accounting principles; applicable sections of Oregon Administrative Rules and Oregon Revised Statutes, Board Policy; and *Robert’s Rules of Order*; extensive knowledge of school board policies and procedures; standard office equipment and software applications; technology knowledge; principles of Internet research; effective telephone techniques.

Skills

Keyboarding, computer applications including *PowerPoint*, spreadsheets, word processing and data entry. Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes and other written documents; communicate effectively, both verbally and in writing, with the Board of Directors, district office personnel, school administrative staffs, outside agencies, the public, and news media demonstrating tact, and diplomacy; maintain confidentiality of privileged and sensitive information; lead and direct work of other clerical and office personnel as directed by the Superintendent; set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and sound judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, calculator and copier; interpret policies, administrative regulations and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

Ability

Respect confidential information; conflict resolution skills; establish and maintain harmonious relations with employees, Leadership Team, Board of Directors**,**and the public; direct work and inquiries to the proper personnel; understand and follow complex written and oral instructions; compose a variety of memoranda and letters with clarity and accuracy.

Experience:  Prior administrative clerical experience required.  Experience in Board operations and management preferred.

Education, Training and Experience

Any combination of education, training, and/or experience that demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment; coursework in business administration, human resources or a related field is desirable.

**Certification Required:**  None

**ESSENTIAL JOB FUNCTIONS:**

Support to Superintendent and Board of Directors

1. Maintains confidentiality.
2. Makes judgments about the interpretation and application of Board policy under the direction of the Superintendent.
3. Serves as secretary to the Superintendent and Board of Directors, handling appointments, mail, phone calls, correspondence, policy and filing.
4. Records, transcribes, distributes and maintain files of minutes of Board and Budget Committee meetings and workshops.
5. Assures that meeting and other legal notices are prepared and properly distributed and posted in a timely manner.
6. Prepares and distributes Board agenda packets at the direction of the Superintendent. Schedules and plans for meetings of the Board of Directors, Budget Committee, Leadership Team and other groups as directed by the Superintendent or Board Chair.
7. Plans, coordinates, attends and takes minutes at all regular Board meetings, workshops, study sessions, and closed sessions of the Board of Directors and the Budget Committee.
8. Collaborates with the Board Policy Committee to revise Board Policy. Types, posts and distributes revised and adopted Board policies and administrative regulations.
9. Assists the Superintendent and Board of Directors with correspondence assuring that notes of thanks, appreciation and recognition are sent on behalf of the Superintendent and Board.
10. Establishes and monitors the Board and Superintendent budgets.
11. Purchases supplies and equipment and processes purchase orders for the Superintendent and Board of Directors.
12. Processes and documents all inter-district transfer requests.
13. Manages office details by relieving the Superintendent of Schools of routine requests and matters.
14. Serves as a member of the Superintendent’s Cabinet and Leadership Team;
15. Schedules and coordinates travel and conference arrangements for Superintendent of Schools and Board members.
16. Coordinates timely receipt of Board of Directors agenda items.
17. Schedules, coordinates, trains and directs the activities of clerical and other office personnel as directed by the Superintendent to maximize efficient workflow.

Communications

1. Creates and processes letters, newsletters, e-mails, and other documents independently for the Superintendent of Schools.
2. Provides effective oral and written communication.
3. Maintains relationships with the members of the Board of Directors, district office staff, school district personnel, outside agencies, the public, and the news media.
4. Keeps the Superintendent of Schools apprised of potential problems and concerns.
5. Assists in preparing communication bulletins to the Board regarding organizational updates and activities.
6. Edits letters, reports, newsletters and any related publications for the Superintendent of Schools and Board of Directors.

Budget Monitoring/Record Keeping

1. Monitors designated budgets and expenditures, reviews for accuracy, and makes adjustments and revisions as directed; prepares purchase orders and requisitions.
2. Monitors receipt of materials and invoices; processes mileage claims.
3. Maintains official files of Board minutes, agendas and resolutions; maintains permanent, historical records of the Board of Directors; maintains Board Bylaws, Board Policies and Administrative Rules and Regulations database and files.

Special Projects

1. Performs Special projects as assigned by the Superintendent and/or the Board of Directors including the planning, coordination and implementation of school district special elections and Board elections.
2. Serves as secretary to the Board of Directors by planning, coordinating, and attending meetings.
3. Attends Cabinet, Principal and Leadership Team meetings.
4. Researches and compiles data for projects as assigned.

Other Characteristics

1. Willingness to work during evening hours to attend regular and special Board of Director meetings, and other meetings as assigned.
2. Willingness and ability to obtain and maintain a current Notary Public Commission.
3. Performs other duties as assigned by the Superintendent.

**JOB REQUIREMENTS**

Language Skills

Ability to read English and comprehend complex technical language.  Ability to write memos and correspondence in English.  Ability to effectively present information in one-to-one small group situations. Bilingual (English/Spanish) skills desired.

Mathematical Skills

Ability to perform basic mathematical calculations with a high degree of accuracy.

Reasoning Ability

Ability to carry out detailed, but basic, written or oral instructions in English.  Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Ability to work collaboratively and establish and maintain effective and harmonious working relationships with co-workers, supervisor(s), staff, students, parents, community, Board of Directors, and Leadership Team.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk and may be continuously required to stand.  The employee will frequently bend or twist at the neck and trunk while performing the duties of this job.  The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.  The employee continuously uses hand strength to grasp tools.  The employee must be able to lift and/or move up to 10 pounds.  The employee may be required to sit at a desk and use a computer for long periods of time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a school environment.  Able to use a telephone, operate a computer, and use other office equipment.  Able to drive to other program sites and meetings.

**TERMS OF EMPLOYMENT:**

Twelve-month period with vacation time as established. Salary based on experience. CSPT Salary Schedule (24-25) $59,766 - $80,344

***The information contained in this job description for compliance with the Americans with Disabilities Act (A.D.A.) is not an exhaustive list of the duties performed for this position.  Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned.  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed above are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations to enable individuals with disabilities to perform the essential functions of this job may be made.***

***EQUAL OPPORTUNITY EMPLOYER***

**APPLY HERE**: [**Job Openings Newberg Dundee Public Schools**](https://newberg.schoolspring.com/)