



JOB POSTING Internal/External

Position Title: **Executive Assistant to the Superintendent**
Terms: Full-time year-round, 260 days per year
Salary: \$45,000 - \$55,000; Comprehensive benefit package
Reports to: Superintendent of Schools
Closing Date: January 26, 2024, 3:00 p.m.

Reed City Area Public Schools is looking for an executive assistant to join the dynamic administrative team at Reed City Area Public Schools.

Qualifications:

- Associate degree required
- Bachelor's degree preferred
- Working knowledge of various computer applications with the ability to write reports and business correspondence in a professional manner
- Excellent organization skills with the ability to meet deadlines, prioritize, and multi-task with little supervision
- Ability to maintain confidentiality
- Notary of Public required
- Familiar with the Michigan Open Meetings Act

Experience:

- 2-5 years of experience performing administrative and/or executive support is required

Responsibilities:

- Coordination and maintenance of schedules/calendars for the Board of Education, Superintendent, and District
- Assist the Superintendent with many types and levels of communication
- Assist with maintaining the district website and social media pages
- Serve as liaison and secretary to the Board of Education, including written and verbal correspondence; scheduling meetings and events; preparation of meeting agendas, minutes, and meeting materials and publishing notices
- Post and maintain job postings
- Field and respond to a variety of phone calls, concerns/complaints, and make referrals as necessary
- Assist with monitoring and management of district policies
- Attend meetings as needed (after-hours meetings and events included)
- Responsible for onboarding of new staff members
- Maintain accurate and up-to-date personnel files and electronic documents, including seniority and tenure documents, and active teaching certification
- Act as district FOIA Coordinator, Election Coordinator, District Provided Professional Development Coordinator, and the SCECH Coordinator.
- Process all confidential background checks through the ICHAT and CHRIS systems

- Apply for and monitor substitute permits
- Work with third-party vendors to maintain accurate approval and employee information
- Responsible for state reporting twice per year, Registry of Education Personnel
- Work with pupil accounting auditors to maintain and organize count day information
- Schedule a variety of meetings, community events, travel/accommodations, and employee training.
- Ability to withstand the physical and mental rigors of being an executive assistant
- Regular and reliable attendance and physical presence are required
- All other essential office functions and other duties as assigned by the superintendent

Applicants: Qualified candidates should submit a resume, letter of interest, college transcripts, and three (3) professional letters of reference to: msweet@reedcityschools.org.

The Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate.