

Job Title: Executive Assistant to Superintendent and Governing Board

Supervisor: Superintendent

Employment Terms: 12 Months

Salary Range: \$52,613 - \$70,300

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Develops a strong understanding of Career and Technical Education (CTE) and West-MEC programs and is able to relate this back to the community
- Maintains schedule/ calendar of appointments for Superintendent, Governing Board & Administration
- Establishes and maintains good rapport with employees, the community, and Governing Board Members
- Prepares Monthly Board Agendas, supporting documents, and capturing Minutes
- Attends biweekly Superintendent Cabinet Meetings and captures Minutes
- Organizes Superintendent's Calendar
- Directs the operations of the Superintendent's Office
- Oversees IGAs and keeps track of their due dates and related correspondence
- Communicates with Governing Board on updates from the Superintendent and the Cabinet
- Coordinates scheduling of various committee, conferences meetings, construction meetings, and attorney meetings which including preparing agendas, capturing meeting minutes, and prioritizing tasks and projects
- Furnishes information and answers questions in situations requiring judgement and knowledge of policies and procedures, including federal, state, and district related to CTE. Responsible for the process of taking all new/ changed policies to the Governing Board and updating the Policy Manual
- Knowledge of Visions and ability to recognize budgeting codes and ability to create requisitions for purchasing conferences and travel for the Department and Governing Board
- Assists with district accreditation reporting
- Maintains a high level of ethical behavior, confidentiality, and professional conduct
- Develops and maintains records of correspondence, databases, reports, and statistical reports
- Helps to oversee day-to-day operations of office: answering phones, receiving visitors, setting up for meetings, responding to inquiries about school and programs, identifying issues, and bringing them to the attention of the Supervisor

- Responds to community inquiries regarding district policy and general information
- Knowledge and ability to navigate google docs
- Coordinates, maintains and verifies projects through tracking and analyzing data
- Compiles, prepares and monitors reports and project materials

Knowledge and Skills:

- Experience/ knowledge of office management preferred
- Demonstrates working knowledge in Microsoft Office, and advanced knowledge of Excel, Word, PowerPoint, and Adobe Blueink
- Knowledge of the principles of business English, grammar, spelling, proofing, and preparation of correspondence
- Knowledge of applicable Federal, State, County, and City statutes, rules, regulations, ordinances, and district policies and procedures is helpful
- Skill in reading, interpreting, understanding, and applying relevant Federal, State, and District rules, regulations, and policies and procedures
- Skill in creating, preparing, and managing a variety of documents and reports for distribution
- Skill in establishing and maintaining effective working relations with community businesses, the general public, parents and students, co-workers, and others having business with the district
- Possess excellent phone and communication skills
- Ability to solve problems and think outside the box, Good Decision Maker
- Ability to prepare for future events
- Ability to be flexible in all situations

Qualifications:

Minimum of five experience in a secretarial/ administrative support position. Experience in a school district office environment is helpful. Appropriate education and advanced training that relates to this type of work

Other Requirements:

- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
- Occasional work outside normal working hours (must attend Governing Board meetings, recognition ceremony, and any other pertinent West-MEC activities)
- Must be able to sit at the computer desk for extended amounts of time (2 consecutive hours), lift up to 50 lbs., and climb stairs

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date:

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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