



# MONTCLAIR PUBLIC SCHOOLS

**Position Description:** Executive Assistant to the Superintendent of Schools

**State Code/Title:** Executive Secretary - Confidential

**Position Type:** Executive Assistant to the Superintendent

**Date Posted:**

**Closing Date:**

**Location:** Central Services

**Date Available:**

## **Who We Are:**

The Montclair Public School District is dedicated to creating a culture of learning and continuous improvement that provides every child with a high quality, rich, and rigorous education, through a magnet system of integrated schools in which every school represents a strong, diverse, and vibrant community of learners. Montclair Public Schools is committed to recruiting and retaining high quality staff who will cultivate and support our students to become high academic achievers, curious and creative thinkers, and socially adept young people who are prepared for college and careers of the 21<sup>st</sup> century.

## **Why We Do This Work:**

The driving force of the success of Montclair Public Schools is the Superintendent who is responsible for bringing the mission, vision, and core beliefs of the Montclair Public Schools to life through a commitment to continuous improvement and innovation with a focus on results. We believe that all children, regardless of circumstances, can achieve at high levels and academic achievement gaps can and will be eliminated with the support of teachers who deliver engaging, relevant, and academically rigorous instruction that excites students and instills a love of learning in them.

## **What We Need:**

The Superintendent of Montclair Public Schools is expected to inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

The Executive Assistant to the Superintendent will support the daily and strategic work of the Superintendent's Office to ensure that key district work and new initiatives are communicated and carried out successfully. He or she will manage the day-to-day operations of the Superintendent's Office. He or she will exercise good judgment in a variety of situations, utilizing strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

## **Essential Duties and Responsibilities:**

Manages the day-to-day operations of the Superintendent's Office which includes but is not limited to:

1. Preparing and editing correspondence, reports, emails, and presentations; working with graphics; making copies and transmitting information and data.
2. Organizing and maintaining files and records.
3. Conserving the Superintendent's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating calls/emails to proactively research information



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4. Maintaining Superintendent's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
  - a. Plans, coordinates and ensures the Superintendent's schedule is followed and respected.
  - b. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Superintendent's time and office.
5. Providing quality customer service by welcoming staff, parents, students, and all visitors by greeting them respectfully and courteously, in person or on the telephone; answering or directing inquiries.
6. Responding to requests for public information in accordance with the law and Board policy.
7. Maintaining the Superintendent's confidence and protecting all office operations by keeping information confidential.
8. Working closely and effectively with the Superintendent to keep him/her well informed of upcoming commitments and responsibilities.
  - a. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Superintendent updated.
  - b. Follows up appropriately
9. Completing projects on time and delegating work when necessary; following up on results.
10. Preparing reports by collecting and analyzing information.
11. Making travel and guest arrangements.
12. Overseeing and managing special projects as directed by the Superintendent
13. Providing historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
14. Maintaining office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
15. Enhancing professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing personal networks.
16. Contributing to team effort by working collaboratively with the Superintendent's Cabinet and direct reports.
17. Prioritizing conflicting needs; handling matters expeditiously, proactively, and following-through on projects to successful completion, often with deadline pressures.
18. Participating in the preparation and distribution of assigned school district publications, e-newsletters, eblasts, and news releases.
19. Assisting with the preparation of Board updates and the distribution of confidential materials to Board members.
20. Assisting with the oversight of the District website.
21. Managing District calendar and Administrator and Board Portals.

## **Qualifications:**

1. Commitment to education and dedication to the Montclair Public Schools' Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels.
2. Demonstrated passion and belief that all students can achieve success through education.



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3. Ability to work independently on projects from conception to completion and prioritize same to reach stated professional goals.
4. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
5. Strong computer and Internet research skills; proficiency in Microsoft Office package which includes: Word, Excel, and PowerPoint.
6. Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally.
7. Excellent inter-personnel skills and flexibility and demonstrated ability to organize and work with all levels of internal staff, administration and outside partners.
8. Superior project management and time management skills.
9. Takes initiative to generate solutions and solve problems.
10. Openness to feedback and willingness to take personal responsibility.
11. Sensitivity to confidential matters is regarded as paramount.
12. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
13. Preferred experience working in schools with racially and ethnically diverse student populations.

**Educational Background and Work Experience:**

Requires a Bachelors degree and at least 3 -5 years experience in a related field

**Terms of Employment:** 12 month, full-time position. Salary and benefits as determined by the Board of Education.

**Evaluation:** Annual performance evaluation completed by the Superintendent.

**Established:** 7/1973 as Executive Secretary to the Superintendent

**Revised:** 4/2005, 2/2008, 2012 (Title changed to Executive Assistant to the Superintendent), 10/2014