



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *Executive Assistant*

**PURPOSE OF POSITION:**

To provide high-level confidential administrative support to the Superintendent of Schools and the Assistant Superintendent of Schools

**REPORTS TO:** Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES**

1. To implement the policies of the Triton Regional School District
2. To assist the Superintendent/Assistant Superintendent in the management of their schedules, and arrange and plan for meetings, including ensuring that the Superintendent/Assistant Superintendent has available papers required for meetings each day
3. To assist in the preparation of correspondence, reports, meeting agendas, and other materials as may be required
4. To post meetings and publish agendas and supporting papers for meetings of the School Committee and its subcommittees in a timely fashion
5. To gather such information as may be needed by the Superintendent/Assistant Superintendent in a timely manner
6. To maintain a filing system that provides for the convenient recovery of papers
7. To place, receive, and log messages for the Superintendent
8. To handle promptly incoming and outgoing correspondence and other documents, including a log of incoming mail
9. To manage the hiring process, in concert with the School Business Administrator and HR/Payroll Coordinator, beginning with web postings and concluding with interviews
10. To generate and process all personnel correspondence
11. To screen, welcome and receive visitors
12. To assist with the development and maintenance of the district calendar
13. To ensure that all material leaving the Superintendent's/Assistant Superintendent's office is error free
14. To provide assistance to members of the School Committee in the discharge of their responsibilities
15. To use initiative in identifying, reporting, and offering solutions to issues and problems that may be limiting the effectiveness of the district office as a whole
16. To attend School Committee meetings for the purpose of assisting the Superintendent in tracking requirements and actions resulting from the meetings
17. To undertake such other duties as may be required that fall within the general scope of the position's responsibilities

**ATTRIBUTES:**

- Committed to the core values of the district
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Detail oriented
- Able to multi-task

**QUALIFICATIONS:**

1. A minimum of an Associate's Degree, Bachelor's Degree preferred, or equivalent experience.
2. Ability to multi-task
3. Highly developed inter-personal skills and acts as a team member
4. Effective communicators, orally and written
5. Efficient user of Microsoft Office
6. Self-starter, takes initiative and responsibility
7. Knowledgeable regarding district and town matters

**TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule Per District Policy
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$60,000 - \$75,000

**EVALUATION:** The performance of this job will be evaluated by the Superintendent in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional Support Services Personnel.