PORTSMOUTH CITY SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Executive Assistant

Reports To: Superintendent

Employment Status: Exempt (Full-Time, 243 Day contract)

Job Summary:

The Executive Assistant to the Superintendent serves as the primary administrative support professional for the Superintendent and plays a critical role in ensuring the efficient operation of the Superintendent's Office. This position requires exceptional organizational, communication, and interpersonal skills, along with the ability to manage confidential information, coordinate complex schedules, facilitate communication among stakeholders, and support Board of Education operations. The Executive Assistant serves as a liaison between the Superintendent, Board of Education, district administrators, staff, parents, community members, and governmental agencies while maintaining the highest level of professionalism and confidentiality.

Essential Duties and Responsibilities:

Executive and Administrative Support:

- Provide direct administrative support to the Superintendent in all aspects of district operations.
- Manage and maintain the Superintendent's calendar, appointments, meetings, and travel arrangements.
- Screen and prioritize incoming calls, emails, correspondence, and visitors.
- Prepare, proofread, and distribute correspondence, reports, presentations, and other official district communications.
- Coordinate and organize meetings, conferences, and special events involving the Superintendent.
- Maintain accurate records, files, and documents for the Superintendent's Office.
- Prepare agendas, meeting materials, and supporting documentation as directed.
- Track assignments, projects, and deadlines to ensure timely completion.

Board of Education Support:

- Coordinate all Board of Education meeting logistics.
- Prepare, assemble, distribute, and archive Board meeting agendas and supporting materials.
- Record and prepare accurate minutes for regular, special, work session, and committee meetings.
- Maintain official Board records and minutes in accordance with Ohio law.
- Coordinate Board member communications, training registrations, travel arrangements, and professional development opportunities.
- Ensure compliance with public meeting requirements and Board policies.

- Establish measurable academic goals and monitor progress toward improved student achievement.
- Lead efforts to close achievement gaps for students with disabilities, economically disadvantaged students, and other subgroups.
- Oversee building-wide behavior systems aligned to PBIS.
- Ensure consistent and fair discipline practices across the building.
- Ensure implementation of Tier 2 and Tier 3 supports for academic and behavioral needs.
- Oversee and coordinate intervention supports in reading, math, and social-emotional programming.

Office and Administrative Operations:

- Oversee daily operations of the Superintendent's Office.
- Maintain confidential personnel, legal, student, and district records.
- Coordinate office procedures and administrative workflows.
- Manage office supply inventory and purchasing for the Superintendent's Office.
- Maintain filing systems, both electronic and physical.
- Receive, route, and monitor correspondence, phone calls, and electronic communications.
- Coordinate districtwide administrative meetings and special events.

Records Management and Compliance:

- Ensure proper retention and management of district records.
- Assist with public records requests and documentation requirements.
- Maintain confidentiality regarding personnel matters, negotiations, legal issues, and student information.
- Prepare, maintain, disseminate and collate EMIS information
- Provide corrected and up-to-date EMIS data to appropriate district secretaries
- Work cooperatively with EMIS Consultant from META Solutions
- Update staff on all EMIS coding and software changes as needed
- Run reports from Student information/EMIS as requested
- Ensure information is correctly entered into Student information/EMIS
- Complete district and building information
- Maintain the student tuition module within ODDEX
- Maintain court/foster student placement and coding
- Keep up-to-date on the requirements of EMIS and up-date appropriate personnel
- Support compliance with applicable federal, state, and local regulations.

District Leadership Support:

- Oversee all daily operations of central office, including scheduling, supervision, and facility use.
- Assist in coordinating district strategic planning initiatives.
- Support administrative leadership meetings and district committees.
- Prepare reports and data summaries for district leadership.
- Facilitate communication among district departments and schools.
- Assist with grant applications, state reporting, and special projects as assigned.

Event Coordination:

- Coordinate district ceremonies, recognition programs, community meetings, and special events.
- Manage logistical arrangements for districtwide functions.
- Assist with planning and execution of Board retreats, administrative retreats, and
- stakeholder meetings

Other Duties:

- Attend meetings and professional development activities as required.
- Perform additional duties assigned by the Superintendent.

Qualifications:

- High School Diploma (Associate or Bachelor's degree preferred)
- Minimum of three (3) years of progressively responsible administrative support experience
- Demonstrated proficiency in Microsoft Office Suite, Google Workspace, database management systems, and digital communication platforms.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, project management, and problem-solving abilities.
- Ability to manage multiple priorities while meeting strict deadlines.
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations.
- Experience in public education, governmental agencies, or executive-level office environments preferred.
- Experience working with boards, committees, or public officials preferred.
- Ability to type at least 50 words per minute
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations.
- Ability to work independently with minimal supervision.
- Ability to represent the Superintendent and district professionally at all times.
- Must be flexible in time, including occasional evening work
- Experience in public education administration.
- Knowledge of Ohio school law, Board governance practices, and public records requirements.
- Experience supporting executive leadership and governing boards.
- Experience with board management software and student information systems.

Skills and Competencies:

The successful candidate shall demonstrate:

- Exceptional organizational and time-management skills.
- Outstanding written and verbal communication abilities.
- Strong interpersonal and customer service skills.
- Ability to deal with difficult people
- Ability to exercise independent judgment and discretion.
- Ability to maintain confidentiality and professionalism.
- Proficiency in modern office technology and software systems.

- Strong attention to detail and accuracy.
- Ability to manage multiple projects simultaneously.
- Ability to establish effective working relationships with diverse stakeholders.
- Ability to work effectively in a fast-paced environment.

Working Conditions:

- Primarily office-based environment.
- Frequent interaction with staff, students, parents, Board members, and community stakeholders.
- Occasional evening meetings and district events.
- Occasional travel for meetings, conferences, and training.
- Regular use of computers, telephones, and office equipment.
- Ability to lift and carry office materials weighing up to 25 pounds.

Physical Requirements:

The position requires the ability to:

- Sit, stand, walk, bend, and reach for extended periods.
- Operate office equipment and computer systems.
- Communicate effectively in person, by telephone, and electronically.
- Read, write, and interpret documents and reports.

Evaluation:

Performance will be evaluated annually by the Superintendent and/or designee in accordance with district administrative evaluation procedures.