Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 6/11/2025

Executive Assistant

Pay Scale: B
Level: 11
FLSA Status: Non-Exempt
Job Family: Central Office Support
Primary Location: Administration Building or other Central Office location

Job Overview

This is specialized clerical and administrative support work performed in a School Division central office. An employee in this class performs varied and responsible office operations requiring well-developed office skills. An employee in this class typically provides administrative support to an Assistant Superintendent or equivalent; and serves as the main contact and office support for the assigned department. The work encompasses a range of office activities, including producing complex documents, preparing and communicating information to other parties, arranging events, and maintaining and monitoring accounts and expenses.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Prepares informational and administrative communications that are reproduced and distributed to others within the school system
- Responds to inquiries from school staffs, central offices, parents, and outside organizations; answers inquiries within areas of authority and refers other calls to appropriate staff; as situations warrant, explains procedures and requirements to callers in order to resolve matters or to facilitate action
- Maintains databases and enters, edits, and corrects data as necessary; produces reports, lists, summaries, and other documents from databases; as needed, creates databases using spreadsheet or database software
- Posts and maintains accounts, entering data from financial transaction documents into computerized accounting spreadsheets or systems; monitors accounts and advises supervisors of account status; compiles lists, summaries, and other financial information as requested; orders supplies as necessary
- Manages, updates, and inputs department information related to agenda items including policies, documents, and presentations in public portal
- Produces complex documents (lengthy, containing graphics, tabular material, indexed), formatting documents according to established guides or as determined appropriate; corrects grammar and spelling; prints documents and arranges for mailing or distribution as necessary; maintains logs, appointment schedules, calendars, bulletin boards, reference files/materials, and other office records; prepares office forms and documents such as purchase orders, vouchers, requisitions, personnel actions, and time and attendance reports, and sends to appropriate units for response; maintains logs of such actions and follows up as necessary
- Participates in arranging events, conferences, meetings, and other activities; assembles information, prepares informational materials, locates and organizes for necessary space and services; maintains related expense and activity files and records; makes travel arrangements, including hotel and travel reservations; prepares itineraries; processes expense reimbursements

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Experience performing a variety of specialized and general office tasks with deadlines and long-range projects, simultaneously

Licenses and Certifications

Knowledge, Skills and Abilities

- Proficient knowledge of modern office practices and procedures as applied to the organization and implementation of office systems and procedures; effective techniques of office management; the use of full function word processing software and standard office database software; standard office appliances including desktop PCs, standard office software, scanners, printers, photocopiers, and facsimile machines
- Ability to organize and manage office operations for a major organization department of the School District; to perform specialized office and administrative support work accurately and quickly; to communicate effectively; to work cooperatively with others; to work under pressure and/or frequent interruptions
- Ability to take initiative and to handle new duties with limited direction; ability to determine and set work priorities, maintain confidentiality, work independently, and work effectively during periods of heavy workloads; ability to work and respond calmly and efficiently when under pressure
- Ability to assist in the coordination of events, meetings, and committees
- Strong customer service orientation and functioning as primary first level point of contact
- Anticipates long range needs of the office and responds with initiative
- Strong organizational, communication and interpersonal skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.