



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/10/2019

TITLE: Executive Assistant	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Under the supervision of the Principal, provides a full range of clerical and administrative office support with considerable difficulty requiring the application of technical and administrative knowledge and exercise of initiative, independent judgment, problem-solving, and performs related tasks to support the efficiency and effectiveness of the overall school administrative services.

Necessary Qualifications:

- Associate of Arts Degree, Bachelor's Degree preferred.
- Five years of progressive administrative experience related to the assignment, to include finance and/or accounting work.
- Demonstrated proficiency in use of office technology equipment and software/programs.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Possess a valid Arizona Driver's license.
- First Aid and CPR Certification is required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Experience and knowledgeable in working with Robert Rules of Order and Open Meeting Laws.
- Demonstrated ability to handle confidential information protected by Family Educational Rights and Privacy Act and HIPAA.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of using fund accounting software.
- Knowledge of accounting practices, forms, techniques, and business office procedures.
- Skilled in records management and data entry.
- Skilled in research and statistics.
- Ability to work with efficiency, effectiveness, reliability, dependability, and with little supervision.
- Ability to work under pressure to meet timelines and handle multiple tasks.
- Proficiency in the use of computer-based technologies.
- Demonstrated use of tact, diplomacy and patience in working relationships.

- Excellent written and oral communication skills.

Duties and Responsibilities:

- Handles correspondence, general documents, reports and processes mail for Governing Board.
- Keeps individual Governing Board member files and school calendars.
- Provides for punctual and efficient routing of messages for Governing Board members.
- Assists in preparation of correspondence and public notice of Board meetings and agendas to Chapter Houses and other venues.
- Prepares travel itineraries, makes travel arrangements, processes travel authorizations and expense reports for Governing Board.
- Schedules and prepares for Governing Board meetings and work sessions.
- Attends Board meetings, takes notes, transcribes Board meeting minutes, and archives meeting minutes.
- Assists the Principal with keeping district policies and procedures manuals updated and distribute to appropriate personnel.
- Composes technical reports including charts, tables and graphs in support of the Principal.
- Stays abreast of changes in laws and regulations as they pertain to education (Federal, tribal and state).
- Manages the Principal’s calendar with regard to arrangement of Board meetings and work sessions.
- Maintains official Governing Board files.
- Processes and reviews purchase requisitions, and ensures expenditures are posted to proper accounts.
- Assists the Principal in identifying grant fund opportunities, and writes, submits and manages grant proposals.
- Maintains all required licenses and certificates in current status and report to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in Board meetings, committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____

