



## **Executive Assistant/School Programs Coordinator**

**Reports to: Superintendent/CEO & Principal**

**Number of Days: 205**

**Start Date: Immediately**

### **Summary**

The Executive Assistant to the Superintendent/CEO & Principal is a professional role model for school core values of grace and courtesy. The Executive Assistant will ensure the efficient operation of the school superintendent's office and provide clerical services to the Superintendent/CEO, Principal and the Board of Trustees as assigned; work without close supervision, handle confidential information, and frequent contact with all levels of campus staff, outside agencies, and the general public. The Executive Assistant must be flexible, have excellent interpersonal skills, and the ability to work well with all school staff, Board Members, members of the community, and outside vendors and clients.

### **ESSENTIAL KNOWLEDGE AND SKILLS**

Strong communication, interpersonal, and organizational skills.

Ability to oversee teams to develop and implement policy and procedures.

Ability to complete tasks in a timely fashion and manage multiple deadlines.

Ability to proficiently use computers and to develop spreadsheets and databases, including knowledge of Google Suite, Microsoft Word, PowerPoint, Excel, and Adobe Pro software.

### **MAJOR JOB RESPONSIBILITIES**

#### **Executive Assistant to the Superintendent/CEO and Principal**

- Organize and manage Superintendent's/CEO and Principal's calendar, correspondence, and phone calls. Manage incoming and outgoing messaging for the Superintendent/CEO and Principal.
- Alert Superintendent/CEO and Principal of urgent issues and facilitate crisis management as needed.
- Ensure the school is adhering to all local compliance and reporting requirements.
- Consult with Region 13 to obtain clarification and guidance.
- Coordinates the complete, accurate, and timely submissions to TEA
- Compile, maintain, and file all physical and computerized reports, records, and other required documents to the school server.
- Comply with policies established by federal and state law and local policy.
- Consistently perform in support of Goodwater Montessori's mission, vision, and values.
- Model exceptional character and ethical standards at all times.
- Protect confidentiality of staff, students, and peers.
- Be respectful of students, parents, and co-workers at all times.
- Adhere to policies and procedures.
- Serve as backup to prepare and post official board agenda and records.
- Attend all meetings of the Board of Trustees and record minutes of all proceedings.
- Verify all Monthly Board Agendas are posted at school and to the website.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.

- Verify all Monthly Board minutes are posted to the website.
- Attend meetings of the Superintendent's/CEO and Principal's Administrative Team as required.
- Collect, organize, copy, and bind all materials for board meetings; distribute to board members as assigned.
- Prepare all correspondence, memoranda, and reports for the Superintendent/CEO and Principal.
- Compile information and prepare reports as needed for the Superintendent, Principal and Board as assigned.
- Maintain confidentiality of all records and confidential conversations.
- Distribute edits and reports to appropriate staff for analysis, verification, and correction.
- Work cooperatively with staff to collect, organize, and format data required to submit district reports in a timely manner, including monthly board reports.
- Gather and create data reports as needed for school administrators and federal/state/city agencies.
- Duties may include multiple projects and reporting as assigned including both operational and administrative duties.

### **Communications Coordinator**

- Compile, edit and send schoolwide newsletters and emails to Goodwater families, working with staff across the school to gather information and ideas.
- Compile, edit and send updates to Goodwater staff, and
- Create content and post on social media accounts including Facebook and Twitter.
- Monitor Goodwater-related Facebook groups.
- Send Remind updates as needed, and
- Respond to general Goodwater email account inquiries.

### **Front Desk, Daily:**

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and check-in campus visitors complying with safety procedures.
- Maintain visitor log and issue visitor passes.
- Respond to questions from staff members, students, and the general public.
- Assist students, teachers, and parents as needed.
- Assist parents in checking students in and out of school, complying with safety and security procedures.
- Assist with the receipt and distribution of student materials.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with preparation of materials for mailing, including preparing labels, and stuffing envelopes.
- Provide clerical assistance as needed.
- Disburse student medication according to the daily dosage schedule.
- Provide first aid to students for injuries sustained while on campus
- Assist with dismissal procedures utilizing school systems

### **School Programs**

#### **Volunteers**

- Recruit and supervise school volunteers within a cohesive volunteer program, including coordinating school-wide educational and parent social events with volunteers.
- Oversee RAPTOR volunteer database

#### **Nursing:**

- Develop and oversee the policies and procedures relating to the medical needs of students, including hearing/vision screening, administration of medication
- Coordination of student services for Homeless and Foster Youth in partnership with the Registrar.

#### **Other:**

Assist in the creation and implement efficient school procedures and processes.

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- Develop relationships with community resources both internal and external, and other local schools with the purpose of bringing in programs to support Goodwater students and families.
- Coordination of annual yearbook
- Coordination of school fundraisers

## **Human Resources**

- Post job openings
- Screen candidates for open positions
- Perform reference check, background checks and validation of credentials
- Schedule interviews
- Perform other duties and projects as assigned.

### **EDUCATION AND WORK EXPERIENCE REQUIRED/PREFERRED**

- Bachelor's degree in Communications, Marketing, Education, or Business preferred.
- A minimum of two years of office administration experience
- Background check passed, required
- Strong computer skills, including Microsoft Excel, Word, and PowerPoint, G-Suite
- Experience in charters, school environments, or other nonprofits preferred
- Bilingual in Spanish and English preferred

All qualified applicants should apply for immediate consideration. Position is subject to close at any time. Candidates must apply online through the Goodwater Montessori School website <https://hros.websmartsolutions.org/S/Goodwater/Onboarding>

INTENT AND ACKNOWLEDGEMENT: This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit, or any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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