



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Executive Assistant to the District Administrator and Board of Education

Employee Group: Administrative Assistant

Classification: AA-L4

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: District Administrator

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Five or more years of job related experience in schools or public sector
3. Advanced computer skills and ability to operate office equipment
4. Proficiency in oral and written communication skills and excellent customer service
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment

Preferred experience:

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite
Additional training or education related to technology or Skyward

General Responsibilities:

Provides high-level administrative, secretarial, and organizational support to the District Administrator and the Board of Education. Performs a wide variety of complex and confidential administrative duties requiring independent judgment, strong communication skills, and a thorough understanding of district operations, policies, and procedures. Serves as a key liaison between the District Administrator's Office, district staff, families, community members, and external agencies, ensuring efficient workflow, timely communication, and a professional image of the district at all times. Requires discretion, accuracy, and the ability to handle sensitive information in a highly confidential manner.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Provide executive-level administrative support to the District Administrator and Board of Education, including managing calendars, scheduling appointments, and coordinating meetings, travel, and events.
2. Organize and maintain a welcoming and efficient office that reflects positively on the district, including digital and paper workable filing systems with attention to accuracy and confidentiality.

3. Prepare correspondence, reports, presentations, and official documents for the District Administrator and Board of Education, often involving confidential and sensitive information.
4. Schedule meetings, appointments and special events; assist with coordination of conference rooms, calendars, and meeting logistics.
5. Prepare, proofread, and distribute routine communications, notices, and reports as directed.
6. Attend all regular and special Board meetings and prepare official minutes; prepare and distribute meeting agendas, notices, minutes, and related materials in compliance with Wisconsin Open Meetings and Public Records laws.
7. Screen and route incoming communications, prioritize requests for the District Administrator's attention, and respond to inquiries as appropriate.
8. Coordinate communication and information flow between the District Administrator's Office, administrators, staff, parents, and the community to ensure timely and accurate dissemination of information.
9. Maintain professionalism, discretion, and a customer-service orientation in all interactions with internal and external stakeholders.
10. Perform functions related to student expulsions including preparing necessary notices, attending hearings and compiling written transcripts of the hearing for use by legal counsel and the hearing officer.
11. Work closely with the District Administrator to prioritize office functions and plan schedules to meet deadlines, recommending actions to improve operating procedures.
12. Assist with publication of election notices and coordination of election activities.
13. Maintain the master copy of Board-approved District policies, and provide new and updated policies to Board members and administrators.
14. Maintain point's records for teachers in accordance with the Teacher Employment Guidelines.
15. File reports with local, state and federal government agencies.
16. Order supplies necessary for the operation of the District Administrator's office.
17. Maintain Notary Public commission performing notarial acts as are allowed or required by law.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the District Administrator.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Accurate data entry and numerical processing.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and applicants.

Understand the need for teamwork.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to maintain self control and demonstrate poise, tact, and diplomacy in stressful situations.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 10 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and midrange vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

The work is performed primarily in a standard office setting within the district's central office. The position involves frequent interaction with staff, parents, board members, and the public, requiring professionalism, composure, and confidentiality. The noise level is generally low, but the workflow can be fast-paced with frequent interruptions and shifting priorities. Will be required to work flexible hours for evening School Board or district meetings.

Adopted: 4/22/91

Revised: March 1994
9/9/97
October 2006
March 2016
October 2025