

Posted: May 17, 2022

Classified Position:

Executive Assistant – Satsuma City Schools (In-System Transfer Preferred)

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the attached application. Please submit your application to the contact person at the address below. For more information, you may contact:

Dr. Tim Guinn  
Satsuma City Schools  
220 Baker Road  
Satsuma, AL. 36572  
(251) 380-8200  
tguinn@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



# Satsuma City Schools

## Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

### Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TRADITION. VISION. INNOVATION.**

Job Title – Central Office Executive Assistant (HR06)

**Supervisor:** Superintendent

**FLSA Status:** Exempt

**Job Goals:**

- To assist in the smooth and efficient operation of the office assigned in order that the schools, departments and Board of Satsuma City Schools may be better served.
- To assist designated school system administrators by performing efficient and effective office management, correspondence, problem solving, organizational and clerical tasks.
- To effectively and efficiently manage projects, schedules, and information to achieve the goals of the school system and to maximize student achievement.

**Minimum Qualifications:**

1. Bachelor's Degree in business related field preferred.
2. High school diploma required.
3. Five years related experience.
4. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
5. Knowledge of general office procedures related to organization, filing, preparation of documents, computer software programs including spreadsheets, word processing, databases, presentation software, etc.
6. Composition and verbal skills that demonstrate a mastery of grammar and spelling.
7. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
8. Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames.
9. Comprehensive knowledge of office management, office procedures, correspondence, scheduling, reporting, and business communication.
10. Comprehensive knowledge of school system policies and procedures.
11. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
12. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
13. Ability to be punctual and in regular attendance.
14. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Manages correspondence, calendars, reports, budgets, discretionary funds, travel arrangements, reimbursements, and agendas for the Superintendent and Board of Education members.
3. Receives incoming calls and makes proper connection to office requested.
4. Answers routine, non-technical questions and refers other questions to proper departments.
5. Directs visitors to appropriate offices and provides routine information.



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6. Performs routine clerical functions. Produces, records, and responds to, as directed, correspondence, research, reports, notices, recommendations and materials needed for efficient office operations.
7. Communicates effectively and manages office communication processes as directed using telephones, voice mail, electronic mail, postal and/or delivery services, intra--campus delivery and other means as directed.
8. Manages budget for Superintendent and Board and other departments as needed.
9. Prepares purchases orders, contracts, and requisitions for department supplies and/or services as directed.
10. Researches information on PowerSchool, PowerSchool Professional Learning and SearchSoft as directed.
11. Acts as liaison for the Superintendent in informing Board members of meetings, special programs, travel, etc. Coordinates with Superintendent the dates for Board meetings and sets calendar of Board meeting dates.
12. Prepares for the Superintendent all matters to be presented to the Board, both for official action and as information.
13. Prepares the agenda for Board meetings. Prepares agenda packets for the Board members. Posts agenda and Board meeting materials to the website.
14. Takes notes of all meetings of the Board, transcribing the notes in official minutes. When minutes are approved by the Board, prints the minutes into the official minute book with all insertions, deeds, etc., and keeps an accurate index of minutes.
15. Following meetings, have agreements, deeds, etc., signed and notarized with copies/originals being distributed as needed. Prepares for the Superintendent follow-up letters, memorandums, resolutions, etc.
16. Researches minutes, state/federal/local regulations, etc., as needed for information.
17. Assumes responsibility to perform any work which is assigned by the Superintendent as it pertains to areas for which the Superintendent is responsible such as transportation, facilities management, maintenance, safety, etc.
18. Performs other finance, payroll, human resources, and certification responsibilities as needed.
19. Participates in strategic planning and operations for departments as requested.
20. Answers questions, and responds to requests from the schools and general public; resolves issues or refers requests as appropriate.
21. Produces, records, and responds as directed correspondence, research, reports, notices, recommendations and materials needed for efficient office operations.
22. Maintains accurate electronic and non-electronic filing systems of needed reports, minutes, correspondence, information, confidential records, records, schedules, and data as directed.
23. Obtains, gathers, organizes, and prepares for presentation pertinent data and information as needed.
24. Performs duties and represents the system and department in a courteous, positive and professional manner.
25. Attends and participates in meetings as directed.
26. Takes and transcribes dictation as needed.
27. Maintains appropriate confidentiality regarding school/workplace matters.
28. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
29. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
30. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.



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31. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
32. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
33. Uses effective collaboration skills to work as a productive team member.
34. Maintains appropriate confidentiality regarding school/workplace matters.
35. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
36. Reports absences and takes leave in accordance with Board policies and procedures.
37. Performs any other job-related duties as assigned by supervisor(s).

**Terms of Employment:**

As established by the Board and applicable state law.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.