



Job Title: Executive Administrative Assistant, Deputy Superintendent

Department: Deputy Superintendent

Reports To: Deputy Superintendent

Grade: CA-15

Number of Days: 12 Months

Security Access: ESC

Current Date: June 18, 2015

Overtime Status: Non-Exempt

Position Summary: Provide a high-level support to the Deputy Superintendent, along with additional support to the Instructional Leadership Directors (ILDs), and other administrators within the Deputy Superintendent department. Assist and support the Deputy Superintendent with decisions, operational assistance, ensure compliance, and maintain all confidential material. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office of the Deputy Superintendent and perform other duties as assigned by the Deputy Superintendent.

Minimum Qualifications:

- High school diploma or equivalent required. Additional certification/training preferred.
- Five years office/secretarial experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Ability to demonstrate strong organizational, oral and written communication skills.
- Ability to work independently, prioritize tasks to meet deadlines, and maintain accuracy and attention to detail.
- Ability to interact professionally with parents, administrators, teachers and other staff, along with members of the community.
- Handle calls, take messages, refer callers to appropriate offices.
- Maintain Deputy Superintendent's calendar and ensure timely attendance of meetings.
- Set appointments.
- Take care of drop-ins.
- Disseminate department/district information via email to ILDs, principals, APs, Executives, and/or school staff.
- Oversee the Administrative ILD secretaries.
- Process requisitions for travel, supplies and equipment through the MUNIS system.
- Create Board agenda items as needed through NOVUS.
- Maintain/update the ESC Directory and Directory of Departments on a quarterly basis.
- Update web directory as needed.

- Maintain FACET inventory for Deputy Superintendent and Chief of Staff.
- Provide all necessary meeting materials for various Deputy meetings and retreats,
- Manage department budget.
- Perform other tasks or services as requested by the Deputy Superintendent, ILDs, and other administrators.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient in MS Windows, Excel, and PowerPoint.
- Excellent communication, organizational and secretarial skills.
- Excellent customer service skills.
- Ability to make decisions and judgments when necessary.
- Confidentiality; being a team player.

Supervisory Responsibility:

- Oversee ILD Administrative support

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment.

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