



Job Title: Executive Administrative Assistant/Deputy Clerk of the Board

Department: Superintendent's Office

Reports To: Superintendent

Grade: CA-16

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Non-exempt

Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Provide administrative support to the Superintendent's office and Board of Education by conducting research, preparing District reports, handling information requests, and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and preparing agendas.

Minimum Qualifications:

- **Education:** Associate's degree or equivalent experience. Additional certification/training preferred
- **Experience:** Five years office/secretarial or administrative 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.

- Provide administrative/clerical support to the office of the Superintendent
- Assemble materials for Board of Education meetings
- Coordinate set up and logistics for Board meetings as required
- In collaboration with Clerk of the Board, coordinate and schedule various Board Committee meetings
- Arrange Board travel, convention registration, and hotel reservations; and process travel claims.
- Responsible for maintaining Board of Education budget, processing requisitions, and placing orders for Board supplies as required
- Process monthly invoices to compensate Board members for Board meeting attendance
- Process order for Board members high school commencement cap and gown requirements
- Assist Clerk of the Board in producing and maintaining a wide variety of Board of Education documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with District, local, state and federal regulations
- Assume duties of the Clerk of the Board when clerk is absent
- Respond to calls, concerns and/or complaints from a wide variety of sources (i.e. staff, administration, students, parents, community organizations, law enforcement agencies, etc.) for the purpose of resolving problems, providing information, and/or referring to the appropriate office for resolutions
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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

- Thorough knowledge of the functions and organization of the school district
- Proficient in MS Windows, Word, Excel, PowerPoint, and internet
- Ability to research and prepare reports
- Experience with NOVUS and MUNIS systems preferred
- Excellent communication, organizational and administrative skills required
- Excellent customer service skills required
- Ability to work under limited supervision using standardized practices and/or methods
- Ability to make decisions and judgments when necessary
- Ability to work under pressure and meet deadlines
- Required to work flexible hours

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

- Work with tight deadlines in an effort to be responsive to schools
- Standard office conditions; being able to sit for long periods of time without break, frequent use of email, etc.
- Occasional travel to school and district locations for on-site support, collaboration and progress monitoring, possibly outside of regular work hours
- The normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.