

SOUTHWEST REGION SCHOOLS VACANCY ANNOUNCEMENT



POSITION TITLE: EXECUTIVE SECRETARY/EXECUTIVE ASSISTANT
PAY RANGE: \$23.75 – \$32.50 DOE (Grade D/E)
LOCATION: District Office
HOURS/WEEK: 37.5 hours/week
OPENING DATE: April 22, 2025
CLOSING DATE: Until filled

DEFINITION

Serves as a district office executive secretary/executive assistant. Employee must perform specialized work as required or assigned specific to the administrators' department; may work within various departments, and perform a variety of interrelated duties.

Employee workday is 7.5 hours per day, from 8:00am to 4:30pm.

TYPICAL TASKS

1. Serves as a receptionist for the district office (answering, screening, and directing phone calls, daily collecting and delivering mail to staff, ensuring intra-district mail gets sent in a timely manner).
2. Exhibits polite and professional communication via in-person, phone, e-mail, and mail.
3. Performs the following School Board Responsibilities:
 - a. Plans all logistics for monthly School Board meetings and communicates plans to School Board members in advance of meeting (travel, meals, lodging, per diem reimbursement, etc).
 - b. Prepares School Board packets and ensures School Board members receive packets.
 - c. Prepares the Boardroom for School Board meetings.
 - d. Attends and records School Board meetings as well as prepares School Board Meeting minutes.
4. Coordinates logistics for fall in-service and all other district meetings (travel, meals, lodging, per diem reimbursement, etc).
5. Assists, plans, and completes clerical and secretarial activities for all departments (filing, typing, copying, binding, scanning, etc).
6. Helps organize, reserve, and track District van keys.
7. Assists Business Office with vehicle documentation management: prepares, maintains, and files vehicle policies, titles, registration, and other documents for districtwide vehicles.
8. Assists Registrar with duties as necessary, including but not limited to, student records and PowerSchool.
9. Oversight and maintenance of physical payroll files for the District, including filing payroll records monthly.

10. Delivers and picks up the District mail, including packages, on a daily basis.
 - a. Sorts and removes junk mail.
 - b. Collect mail, deliver to district mail boxes, and notify personnel when boxes are here.
11. Scans and sends bills, TRs, and receipts from all departments to Accounts Payable daily.
12. Has working knowledge of the postal meter, updates postal rates as needed, and trains new staff on the functions of the meter.
13. Mails all intra-district mail from district mail boxes to sites every Monday.
14. Copies and mails district office correspondence (letters, newsletters, flyers) directly to parents.
15. Plans and carries out assigned work and resolves conflicts.
16. Follows up on work in progress to ensure timely response or action.
17. Maintains confidentiality.
18. Promotes positive public relations for the district.
19. Communication - initiates and follows through on communication with staff.
20. Maintains supply inventories by checking stock to determine inventory level, anticipating needed supplies and placing and expediting orders for supplies.
26. May travel to sites and other locations when necessary.
27. Provides transportation to and from airport when needed.
28. Performs other duties as assigned.

QUALIFICATIONS

1. High school diploma or equivalent.
2. Administrative Assistant or similar experience preferred.
3. Proficient with online resources and ability to use office equipment such as a computer, calculator, copier, and fax machine.
4. Ability to organize, prioritize, meet deadlines, and work independently.
5. Strong verbal, written, and interpersonal skills.
6. Must be able to lift up to 50 lbs.
7. Valid Alaska Driver License.

For more information or to apply, please contact:

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