



Job Title: Executive Administrative Assistant, Lead Instructional Leadership Director (ILD)
Department: Instructional Leadership
Reports To: Lead ILD
Grade: CA-15
Number of Days: 12 Months
Security Access: ESC
Current Date: June 18, 2015
Overtime Status: Non-Exempt

Position Summary: Provide administrative assistance to the Lead ILDs, ILD and assist the other 6 ILDs when applicable.

Minimum Qualifications:

- High school diploma or equivalent required; Additional certification/training preferred.

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.

- Maintain Administrators' calendars and ensure timely attendance in meetings.
- Prepare and administer board agenda items for all Elementary, Junior/Middle Schools, High Schools, Alternative Schools, Athletic Department and JROTC
- Prepare and administer all contracts for all Elementary, Junior /Middle Schools, High Schools, Alternative Schools, Athletic Department and JROTC.
- Plan meetings, invite attendees, and draft agendas.
- Interface with the Munis, Novus, PowerSchool, Stipends, iStar and FACET systems.
- Develop information requests from the ESC and all schools.
- Provide communication between RFR attorneys and vendors.
- Prepare textbook orders by using the iStar/Munis system to place textbook orders for all TPS student.
- Provide clerical services related to budget management (ILDs and all sites).
- Perform Student Activity Fund Requisitions for all Alternative sites.
- Review and approve the Special Assignment stipends for all TPS schools in Lead ILD's and possible other ILD's Portfolio. (Also assist the other ILD secretaries when needed_.
- Develop and process City Bus passes (MTTA) for Alternative sites.
- Direct questions and retrieve answers from various departments for TAESP and TASSP to be submitted to the Superintendent and the Deputy Superintendent.
- Perform and process invoices for Big Picture, Dayspring Community Services, ACT, Diploma's, Drugs Abuse Testing Lab, JROT Trophies/Awards.
- Assist the Human Capital Department with interviews, teacher of the year preparations,

principal assignment forms, and updating principal information.

- Prepare Adult Education Applications for credit recovery for Adults over 18 years of age.
- Develop the Principals Notebook for the District.
- Develop the End of Year checkout for all Principals.
- Plan Veterans Day buses for JROTC Cades, High School Bands and all Elementary School Students.
- Plan Academic Bowl and Ebony Bowl awards, trophies, lunch and transportation.
- Assist Academy Sports with distributing School Uniform Vouchers to TPS students and assist Tulsa Community Foundation Program Officer for Free school supplies for TPS students.
- Schedule and book conference room 224 for all ESC Department upon request.
- Perform general executive/administrative secretarial duties.
- Serve as an assistant to the Lead ILDs/ILD.
- Maintain an efficiently operating office.
- Receive and screen callers in a professional, polite and tactful manner.
- Give assistance on the operations of the office.
- Refer callers to other employees, officials or departments when warranted.
- Perform other tasks or services as required.

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

- Proficient in MS Windows, Word, Excel, Access, PowerPoint and Outlook.
- Proficient in the use of the internet.
- Excellent communication, organizational and secretarial skills.
- Excellent customer service skills.
- Ability to make decisions and judgment when necessary.

Supervisory Responsibility:

- Assist and monitor a staff of two ILD secretaries

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

- Standard office environment.

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