



Position Job Description

Job Title:	Executive Assistant
FTE:	Full Time – 1.0 FTE
Date Prepared:	July 17, 2026
Implementation:	2026-27 School Year
Salary Scale:	Executive Assistant: \$42,147 - \$54,993 annually min-mid
Work Year:	196 Contact Days/Year (1 Jul – 30 Jun)
FLSA Status:	Non-Exempt until minimum salary under Colorado & FLSA met, then Exempt
Benefits Eligible:	Yes, full (full benefits eligibility at .75 FTE)
Reports To:	Executive Director
Direct Report(s):	None

Position Summary:

The Executive Assistant provides high-level administrative support to the Executive Director and school leadership team, collaborating with administrators to coordinate daily activities, manage schedules, handle financial transactions, and address daily staffing needs. Serving as the primary point of contact and a key public relations liaison for the community and school stakeholders, they lead all enrollment operations, manage documents, facilitate communication, prepare materials and spaces, and ensure compliance with school and district policies. Additionally, the Executive Assistant contributes to student care, safety, welfare, and discipline—a role requiring discretion with sensitive information and a strong grasp of school policies, procedures, and public sector governance.

Essential Duties and Responsibilities:

Specific duties include (other duties may be assigned):

SCHOOL OPERATIONS:

- **Daily Office & Front Desk Operations:** Serve as the primary point of contact for students, parents, staff, visitors, and guests. Manage core front-office duties including answering phones, routing mail, managing office supplies, supporting volunteer programs, and overseeing vendor relationships.
- **Event & Logistics Support:** Assist with the setup, tear-down, and organization of special events, meetings, assemblies, and field trips.
- **Community Relations & Conflict Resolution:** Act as the school's main public relations liaison. Explain school/district policies and guidelines to staff, families, and the public. Serve as a liaison between the district, school, families, and community partners (making external referrals when needed). Direct discipline process documentation and facilitate conflict mediation with students and guardians.
- **Website & Digital Compliance:** Upload documents and calendar events in a timely manner to keep the website current and compliant with state and district requirements.
- **Communications & Records Management:** Maintain databases, mailing lists, and physical/electronic filing systems. Prepare handbooks, schedules, opening/closing

procedures, bulletins, newsletters, reports, invitations, agendas, and meeting minutes. Update voicemail bulletin board messaging and maintain regular contact with community organizations (PTO, Parks & Recreation, Rotary, Kiwanis, etc.).

- **Financial Administration:** Contact families regarding school fees as needed.
- **Staffing & Substitute Coordination:** Serve as the point of contact for staff and substitute teachers, managing relevant internal staffing systems.
- **Facilities & Equipment Management:** Maintain the master calendar and manage building use requests. Oversee equipment maintenance, train staff on equipment use, and troubleshoot equipment issues. Serve as third-tier facility support when both the Facility Manager and Custodian are unavailable.

ENROLLMENT AND RETENTION:

- **Full-Cycle Enrollment Management:** Facilitate the end-to-end enrollment process from initial inquiry to student attendance, including managing enrollment emails, phone calls, and school tours.
- **Family Onboarding & Registration:** Guide families through the enrollment journey; organize, coordinate, and lead the student registration process.
- **Registrar Duties & Systems:** Serve as the primary Registrar, managing all official student records and supporting families with internal school platforms.

ASSISTANCE TO THE EXECUTIVE DIRECTOR:

- **Strategic & Organizational Support:** Serve as a trusted partner to the Executive Director, managing confidential documents, sensitive high-level conversations, and strategic communications with total discretion.
- **Leadership Consultation:** Advise and assist with site-based decisions, including financial and personnel matters. Provide auxiliary support to the broader administrative team as required.
- **Executive Calendar & Communications:** Manage the Executive Director's schedule, handle incoming email and phone correspondence, maintain timely communications, and escalate critical issues to the Director promptly.

SUPPORT TO THE BOARD OF DIRECTORS:

- **Board Administration & Logistics:** Coordinate Board of Directors meetings, including scheduling, logistical arrangements, and documentation.
- **Board Compliance & Records:** Obtain official board meeting minutes and publish them on the school website in compliance with state and district standards.

Experience:

- Three or more years secretarial experience required. Experience in a school district department or school setting preferred.
- Experience with effective use of technology

Education & Training: High school diploma/GED required, plus post secondary training related to secretarial, office management, computer applications, equivalent up to one year of college. Required to complete school medication administration and health room back-up training within first month of hire. Annual training on school/district systems also required.

Certificates, Licenses, & Registrations:

- Valid Colorado driver's license required
- Current First Aid & CPR Certificate required within first month of hire

Skills, Knowledge & Abilities:

Communication, Customer Service & Collaboration

- **Communication & Proofreading:** Exceptional written, verbal, and oral communication skills to express ideas clearly, compose reports/correspondence, and meticulously proofread materials.
- **Interpersonal & Community Engagement:** Strong diplomacy, customer service, and relationship-building skills to collaborate effectively with staff, district personnel, families, and external vendors.
- **Facilitation & Public Relations:** Proven ability to lead tours, facilitate meetings, and demonstrate proactive initiative within the community.

Technical & Administrative Proficiency

- **Software & Hardware:** Advanced proficiency with office computers, email, internet, efficient voicemail systems, standard office equipment, Microsoft Office (Word, Excel, Outlook), and Google Workspace.
- **Math, Data & Bookkeeping:** Solid mathematical, bookkeeping, and data analysis skills to handle financial tracking, analyze complex information, support sound decision-making, and report results accurately.
- **Documentation & Compliance:** Competence in maintaining specialized records and completing required reports in accordance with school, district, and state guidelines.
- **Policy & Legal Knowledge:** Strong understanding of local, state, and federal regulations, facility security protocols, child/adolescent behavior/intervention guidelines, and school/district policies and procedures (*preferred at hire*).

Work Habits, Professionalism & Personal Attributes

- **Organization & Multitasking:** Excellent time management, organizational, and follow-through skills; ability to prioritize multiple tasks and meet tight deadlines.
- **Discretion & Ethics:** Uncompromising honesty, integrity, and respect for others, with a proven ability to maintain strict confidentiality regarding employee, student, and family matters.
- **Problem-Solving & Conflict Resolution:** Creative problem-solving skills, decisiveness, risk identification, and the ability to direct conflict resolution and mediation.
- **Adaptability & Resilience:** Self-motivated and highly flexible; able to work independently, remain calm under pressure, adapt to unexpected crises or schedule changes, and physically support direct student needs.

Equipment: Computer (desktop/laptop/tablet) and communications technology equipment including software, office equipment (copy machine, fax, etc.), e-mail, and voice mail.

Decision Making: Work is assigned by Executive Director and by self. Requires strong judgement, quick decision making, analytical skills, and tact to determine urgency of a situation and appropriate action within school and district policies and procedures, oftentimes in absence of the supervisor. Decision making may require collaboration with administrators, staff, parents and/or students. Errors in decision making could lead to loss of

confidence and/or impact the image of the school and/or district. Collaborates with Board of Directors, Principal and administrative staff in decision making.

Community Relations: Regular contact with families and school leaders to exchange information, advise, build partnerships, and advise in service to Excel Academy Mission, Vision, and Values. Requires tact and diplomacy to maintain relationships, resolve problems, negotiate matters, including those requiring a high degree of confidentiality.

Span of Control: Provide high-level administrative support to executive leadership. Does not have direct supervisory responsibilities but may oversee clerical or administrative support staff, or consultants and vendors, and manage the physical plant as needed. Exercises significant discretion in handling confidential matters, managing workflows, and coordinating documentation, ensuring compliance with organizational policies and legal requirements.

Complexity of Work: Requires analytical skills, independent thinking, considerable judgment, and the ability to forecast financial models with multiple variables. Must have a strong understanding of School, District, and Charter culture and current political and economic climate.

The physical demands, work environment factors, and mental functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to speak clearly, listen attentively (with assistance devices), and convey information accurately.

Mental Functions: While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to copy, instruct, compute, and synthesize. Employee must have the ability to analyze complex situations, identify potential risks, and devise effective solutions. Ability to remain flexible in dynamic environments, adjust plans and strategies as necessary to accommodate changing requirements or circumstances. Ability to effectively communicate and collaborate with other teams. Ability to manage time and priorities to meet deadlines.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Work is performed in a school building, which contains libraries, computer labs, and kitchens, science labs, gymnasiums, playgrounds & athletic fields and typical school environment risk factors. Sometimes exposed to outside elements while serving students.

Equal Employment Opportunity: Excel Academy is committed to equal employment opportunity for all qualified persons, without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, marital status, membership or non- membership in any organization, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

