

Galion City Schools Job Description

TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
FOR OPERATIONS & OUTREACH

ABOUT YOU:

You are a grounded and reliable professional who thrives in a role where organization, discretion, and human connection intersect. You lead with empathy, approach your work with integrity, and foster a sense of calm, even in the midst of shifting priorities. You're a clear communicator, attentive to detail, and comfortable juggling multiple responsibilities with grace and accountability. You bring structure to complexity, maintain confidentiality with care, and are energized by being part of a team that makes a real difference. You value trust, kindness, and purpose, and you know that strong systems and a steady presence help keep everything moving forward.

ABOUT THE JOB:

As an executive assistant to both the Superintendent and other assigned Central Office administrators, you will play a vital role in the daily rhythm and strategic coordination of district leadership. This position is uniquely positioned at the intersection of executive administration and instructional leadership—helping manage complex schedules, organize high-level meetings, prepare communications and reports, and support initiatives ranging from curriculum development to district-wide professional learning. You'll ensure efficient operations, manage confidential information, and liaise between departments and the public. This is a fast-paced, purpose-driven role where your ability to anticipate needs, maintain composure, and bring thoughtful organization to every task is key. You'll work alongside a committed leadership team, where laughter, trust, and a shared commitment to students make even the busiest days meaningful.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt and Confidential

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: June 2025

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Good attendance and high moral character.
5. Knowledge of office skills (i.e., typing, filing, Google, Excel, bookkeeping, and/or dictation/transcription optional, word processing, spreadsheets).
6. Must be accurate, efficient, and capable of handling detailed work assignments.
7. Ability to get along and communicate with staff, administrators, the public, and others.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel, and FERPA-related matters.
2. Completes computerized correspondence, letters, reports, meeting notes, summaries, etc.
3. Assists with answering the telephone, processing incoming mail, sorting, opening as directed, and distribution to staff; processes outgoing mail, including district mail service to buildings and via courier.
4. Completes word processing, spreadsheets, and typing/secretarial duties for central office administrators (i.e., presentations, reports, record-keeping forms, correspondence, etc.).
5. Purchases office supplies as needed.
6. Maintains records for all business/service agreement contracts.
7. Assists the Superintendent and/or other central office administrators in all matters related to collective bargaining.
8. Provides business cards for all appropriate personnel as needed, along with wall signage as needed.
9. Collaborate with other central office staff to onboard new employees.
10. Provide support for and collaborate with the registrar.
11. Manage the daily schedule, appointments, and communications for identified central office administrators, ensuring smooth and timely operations across instructional and curriculum support activities.
12. Draft, format, proofread, and organize professional documents, including training schedules, curriculum review materials, data reports, and official correspondence related to literacy, testing, and district initiatives.
13. Coordinate logistics for professional development sessions, instructional leadership meetings, curriculum review committees, and other meetings.
14. Assist in organizing testing logistics, including scheduling, material inventory, user uploads, and building coordination to ensure testing integrity and alignment with state and district protocols.
15. Support the tracking and submission of requested data..
16. Act as a point of contact for internal and external stakeholders on behalf of the Supervisor.
17. Monitor and process requests related to curriculum purchases, textbook adoptions, and literacy resources; track orders and ensure the timely delivery and distribution of instructional materials.
18. Work closely with other secretaries, building personnel, and instructional teams to support cross-departmental communication and seamless district operations.
19. Coordinate key public announcements by drafting media statements, briefing notes, feature stories, digital posts, emergency notifications, and other outward-facing materials.
20. Oversee promotional campaigns, outreach initiatives, and publicity efforts.
21. Advise senior leadership on strategic communication approaches and platforms to broaden public engagement.
22. Design protocols and strategic frameworks for interacting with news outlets and broadcast entities.
23. Foster positive, professional relationships with members of the press and news media.
24. Partner with internal stakeholders to present a unified and positive district representation to the community.
25. Support the planning and implementation of district-hosted events and outreach programs alongside other teams.
26. Gather input from stakeholders to evaluate the effectiveness of public engagement efforts.
27. Coordinate with district administrators to create content and regular website and mobile application updates.
28. Demonstrates the ability to organize tasks to completion.
29. Identifies, analyzes, and solves problems.
30. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
31. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____