INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: **Executive Assistant** **Exemption Status: Nonexempt**

Reports to: Deputy Superintendent of School Leaders **Date Revised: 11/2025**

Dept./School: DSSL

Primary Purpose:

The Executive Assistant to the Deputy Superintendent of School Leadership provides high-level administrative, operational, and financial support to ensure the effective functioning of the School Leadership Department. This role requires exceptional organizational skill, confidentiality, accuracy, and the ability to manage multiple priorities in a fast-paced charter environment. The Executive Assistant serves as a key point of coordination for department operations, leadership meetings, communications, and executive-level support.

Qualifications:

Education/Certification:

- High school diploma or GED required; associate degree or higher preferred.

Special Knowledge/Skills:

- Prior experience supporting senior or executive-level leadership, preferably in an educational or charter school setting.
- Strong organizational, time-management, and multitasking skills.
- Excellent written and verbal communication abilities.
- Proficiency with Microsoft Office Suite, communication platforms, and general office software.
- Ability to handle confidential information with discretion and sound judgment.

- Demonstrated ability to work independently, prioritize responsibilities, and meet deadlines.
- Strong attention to detail and ability to maintain accuracy in financial, operational, and administrative tasks.

Experience:

- Two years of secretarial experience

Major Responsibilities and Duties:

● Manage all incoming communications for the Deputy Superintendent across multiple communication

platforms.

● Prepare purchase requisitions, check requests, reconciliations, and other business-related

transactions.

● Perform routine bookkeeping for the department and assist with the preparation of the budget.

● Reconcile the department credit card and the Deputy Superintendent's credit card.

● Plan and coordinate monthly leadership meetings, including securing venues, contracts, lodging, and

catering.

● Organize agendas, track action items, and support follow-up for planning meetings.

● Draft professional correspondence and formal documents.

● Record and maintain confidential minutes and documentation for School Leadership meetings.

● Manage the Deputy Superintendent's calendar, scheduling appointments and coordinating meetings.

● Maintain strict confidentiality and ensure compliance with charter policies and safety procedures.

- **Data Analysis and Reporting**: Track expulsion data, maintain statistical reports, and prepare the weekly expulsion data presentation for leadership review.
- **Expulsion Case Management**: Administer and maintain the expulsion management software system, including case updates, records management, and data accuracy.

- **Hearing Documentation**: Maintain, organize, and archive hearing recordings, documentation, notices, and related records.
- **Interdepartmental Coordination:** Coordinate with Special Education regarding Manifestation Determination Reviews (MDRs) and Legal Services when parents retain legal representation.
- **Hearing Coordination**: Manage scheduling, required notices, parent communications, translation services, and logistical support for the Independent Hearing Officer.

Supervisory Responsibilities: None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.