

Executive Assistant II, School Management and Instructional Leadership

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Community Superintendent, the Executive Assistant, II supports the division of School Management & Instructional Leadership. The Executive Assistant II performs a variety of confidential and complex administrative, secretarial, and clerical functions to maintain operations throughout the division. This position is responsible for exercising confidentiality, independent judgment, and action in accordance with delegated responsibilities and works collaboratively with several supervisors throughout the division.

The ideal candidate for this position has mastered the art of customer service, seamlessly manages multiple priorities and confidential tasks independently, and demonstrates proficiency with utilizing web-based productivity and collaboration tools such as Microsoft Office, Google Workspace, and video conferencing platforms to support the work of the division of School Management & Instructional Leadership.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides administrative, secretarial, and clerical support to the Community Superintendents, Executive Director, and Performance Directors.
- Prepares the data and reports for Board of Education meetings.
- Prepares and edits correspondence, entailing a wide knowledge of the division's programs, procedures, functions, and policies.
- Organizes, coordinates, and performs administrative level secretarial functions, including those of a confidential nature.
- Interprets administrative decisions and policies within the assigned scope of duties and responsibilities.
- Provides excellent customer service to internal and external stakeholders.
- Works collaboratively with staff across all divisions to support department initiatives and projects.
- Maintains financial records related to the division.
- Prepares and processes payments, purchase orders, direct payments, and other financial requests for the department.
- Utilizes technology to create and maintain electronic databases, reports, spreadsheets, logs, and other information related to the functions of the department.
- Prepares agendas for meetings and sends notices of meetings, assists with taking meeting minutes, as necessary.

- Schedules meetings and maintains the calendar for the Community Superintendents, Executive Director, and Performance Directors.
- Organizes and maintains files to support office functions.
- Orders, distributes, and keeps an inventory of supplies.
- Answers questions within the assigned scope and responsibility or refers to others as appropriate.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma (or equivalent)	Eight (8) years of clerical/secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.
An associate degree in business or a related field.	Six (6) years of clerical/secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.

PREFERRED QUALIFICATIONS

- Two (2) years of experience utilizing Microsoft Office (Word and Excel) and Google Docs to create and maintain electronic databases, reports, spreadsheets, and logs.
- One (1) year of experience working in a public school system in an administrative/clerical position.

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

Applicants evaluated as Best or Better Qualified based on the preferred qualifications will be

Dr. Michael J. Martirano, Superintendent

required to complete a Microsoft Excel performance assessment. Invitation to interview will be contingent upon successful completion of this assessment.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals unit. on the Central Office Technical Salary Scale, Grade 22. The current salary range for this position is \$49,497 - \$94,833. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

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For questions regarding this vacancy, please contact:

recruitmentinquires@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the

principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.



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