Executive Assistant II, Student Well-Being

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 Executive Director of Student Well-Being (SWB), the Executive Assistant II supports all SWB offices and programs including direct support to the Executive Director, the School Counseling Office and the Office of Home and Hospital Teaching and Home Instruction. The Executive Assistant II is expected to exercise tact, discretion, confidentiality, independent judgment, and action in accordance with delegated responsibilities and works collaboratively with department supervisors and staff. The Executive Assistant II performs a variety of confidential and complex administrative, secretarial, and clerical functions to maintain department operations, which include maintenance and scheduling of the Executive Director's calendar, monitoring various communications, making purchases, maintaining office supplies, submitting payroll voucher and timesheet hours, and providing organizational support for interviews and the SWB Countywide Professional Learning Days.

The ideal candidate has extensive experience providing positive customer service, seamlessly managing multiple priorities and confidential tasks independently, and demonstrating 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 Program Innovation and Student Well-Being Department.

ESSENTIAL POSITION RESPONSIBILITIES

- Maintains the Executive Director's calendar, creates meeting events as requested, prepopulates the calendar with prescheduled Board of Education (BOE) meetings, HCPSS Calendar events, SWB meetings, systemwide calendar meetings, PISWB Coordinator budget, check-ins, evaluations, and program team meetings.
- Manages and orders SWB department supplies and all School Counseling Materials of Instruction, orders from Home and Hospital, and general supplies materials; orders some items from the Logistics Center (stores orders); requests copier paper and cardstock supplies through the Print Shop.
- Handles School Counseling/Home and Hospital payroll by submitting workshop wages and salary voucher hours including the Summer Pay payroll process.
- Manages the SWB staff roster, Contact & Emergency Information form, Crisis Phone Tree, SWB sections on DOA documents, Annual Reference Documents Canvas page, meeting room reservations, staff telework agreements, and computer/technology equipment distribution.
- Assists with BOE processes with reports, action/information items, proclamations, resolutions, obtaining signatures and approvals, handles staff Adobe Pro DC document requests to edit, make fillable, revert PDFs to Word format, add electronic signatures, etc.
- Supports the HCPSS School Crisis Team, welcomes and supports new staff, uses the Event Management System to reserve spaces in schools for SWB staff, supports interviews, distributes mail and packages to SWB staff at the Applications and Research Laboratory (ARL).

- Supports and organizes SWB Countywide Professional Learning Days, handles supplies needed, works with the school office and custodial staff for SWB programs space, logistics, and technology needs, provides support on the day of the events.
- Shows proficiency in Microsoft Office applications (Word, PowerPoint, Excel, Teams, Outlook, Access), Office 365 Email, Synergy, Acrobat Adobe Pro DC, Event Management System, Canvas, Google Apps (Drive, Sheets, Docs, Slides, Forms, Meet, and Calendar).
- Demonstrates exceptional organizational and interpersonal skills, and exercises discretion, independent judgment, and action in accordance with delegated responsibilities.
- Works independently on projects and initiatives with attention to deadlines to support the Executive Director and department staff.
- Demonstrates professional verbal and written communication skills.
- Works independently on projects and initiatives assigned by the Executive Director of SWB.
- Demonstrates exceptional organizational and interpersonal skills, and exercises discretion, independent judgment, and action in accordance with delegated responsibilities.

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
A combination of education and experience may be considered.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent.	- Five (5) years of clerical /secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting. - One (1) year of experience working with budgets, performing account reconciliation, and creating financial reports. - One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data. - One (1) year of work experience using web-based productivity and collaboration applications such as Microsoft Office (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams), Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet) or Adobe Suites.
An Associate degree in business or a related field.	- Three (3) years of clerical /secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting. - One (1) year of experience working with budgets, performing account reconciliation, and creating financial reports.

	• One (1) year of experience utilizing spreadsheets to organize, manipulate, and analyze data. • One (1) year of work experience using web-based productivity and collaboration applications such as Microsoft Office (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams), Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet) or Adobe Suites.

PREFERRED QUALIFICATIONS
- Bachelor's degree from an accredited college or university.
- Administrative support experience in a PreK-12 school system.
- Prior work experience performing calendar management tasks including calendar maintenance and scheduling.
- One (1) year of project management work experience.
- One (1) year of work experience utilizing software applications to execute daily assignments and projects.
- One (1) year of work experience utilizing spreadsheets to manipulate and analyze financial data (e.g. - budgets, balance sheets).

SELECTION REQUIREMENTS
Applicants who meet the minimum 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 and preferred qualifications 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.

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).

EMPLOYMENT INFORMATION
This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 22, $52,635 - $100,846. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS
Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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 experiences 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, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@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.