



Monument Academy Executive Assistant Job Description

Title	Executive Assistant	Date: 8/20/26	Calendar Days: 252
Reports to:	Executive Director	FLSA Classification:	Full-time Non-Exempt
Department:	Executive leadership	Pay Range: \$20-\$22/hour	

Position Overview

The Monument Academy Executive Assistant will be committed to supporting Monument Academy's overall educational philosophy. The Executive Assistant will play a key role within the partnership of the school. The Executive Assistant will serve as the primary assistant to the Executive Director and clerical assistant to the Board of Directors. The Executive Assistant must be flexible, professional, personable, able to communicate the school's mission and vision, and share the school's core values.

Key Responsibilities

- Assistant to the Executive Director
- Clerical Assistance to the Board of Directors
- Maintain a positive attitude and a welcoming, efficient environment that emphasizes organization, professionalism, courtesy, flexibility, and teamwork.
- Be knowledgeable of Monument Academy policies and procedures and become familiar with teachers, staff, board members, students, and parents.
- Manage the Executive Director's professional schedule.
- Serve as the primary contact for the Executive Director as the *face of the Executive Director's office*. This includes welcoming anyone wishing to see the Executive Director and helping them understand their needs so the Director can be properly informed before meetings.
- Assist in protecting the time of the Executive Director in order for him/her to complete needed tasks required by the Board of Education and other time needed to prepare for meetings.
- Answer the phone for the Executive Director's office and transfer calls as needed.
- Assist MA Board with various projects when requested.
- Serve as the clerk for the board by managing the online system used by the board for policies, board documents, meetings, agendas, public communications postings, and more as needed.
- Coordinate the information submitted to the Executive Director by the administrative leadership and staff. This includes monthly reports and information in online EOS systems. Serve as the reminder to these individuals when reports or requests are not submitted on time. Send the completed reports to the Executive Director.
- Oversee the work orders of the Executive Director's direct reports and inform the Director when their work is not completed within the provided timeframe.
- Assist the Executive Director in his/her role as the *executive* leader of the Academy (refer to the Executive Director's job description).

- Maintain a current list of all employees for the Director or Board's information when requested.
- Refer all parents to the proper chain of command before seeing the Executive Director when needs relate to another department of the Academy.
- Perform all duties as required for the safety and crisis management plan development, implementation, and maintenance.
- Always present a professional appearance for the Executive Director's office. This includes personal attire, décor, and cleanliness of the office area. This also includes the Executive Assistant's office décor and cleanliness. These areas should represent Monument Academy in every way.
- Keep the conference rooms clean and professional for Executive Director and Board meetings. See that all supplies are ready for the Director's meetings,
- Maintain confidentiality on all information.
- Attend training and on-going professional development as required.
- Attend meetings to stay current with school procedures, technology, and educational philosophy.

Qualifications and Skills:

- Bachelor's degree preferred
- Proven experience in office management.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management abilities.
- Effective communication and interpersonal skills.
- Possess or be willing to obtain CPR and First Aid certification.
- Proficiency in using Microsoft, EOS, and board-related software.
- Organized, efficient, and familiar with all necessary office equipment, including computers and computer programs for word processing, databases and spreadsheets, and software used by the Board of Directors.

Work Environment

- Work is generally performed within a standard office environment.

Physical Demands

The following physical functions are listed as information only and are not inclusive:

- May be required to walk or stand for long periods of time
- Lift and carry up to 20 pounds
- Climb stairs, bend, reach, grasp and turn objects
- Use fingers to operate computer keyboard
- Ability to speak normally and to use normal or aided vision and hearing

Reports to:

- Executive Director

Signatures - This job description has been approved and agreed upon by:

Employee: _____ Date: _____

Supervising Manager: _____ Date: _____

HR Director: _____ Date: _____