

POSTING OF JOB VACANCY
Kings Education Center
Administrative Assistant to the Superintendent

Date: May 6, 2025

Job Title: Administrative Assistant to the Superintendent

Location of Position: Kings Education Center

Qualifications:

1. Bachelor's degree or equivalent combination of education and experience
2. 3-5 years of administrative experience, preferably in an educational setting
3. Exceptional written and verbal communication skills
4. Advanced proficiency with Microsoft Office Suite and other relevant software
5. Strong organizational skills with ability to prioritize multiple tasks
6. Excellent interpersonal skills and professional demeanor
7. Ability to exercise good judgment and maintain confidentiality
8. Experience with school district operations preferred
9. Demonstrated leadership skills and experience supervising or coordinating staff
10. Event planning and community relations experience a plus

Hours: Full Time

Days: 260 Days

Salary: Per board adopted Salary Schedule

DEADLINE FOR FILING APPLICATION:
Until Filled

External Candidates please apply on our website: www.kingslocal.net

**Internal Candidates please send letter of interest to Amy Andrews,
aandrews@kingslocal.net**