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JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR  
Executive Director • Manage All Scheduling And Travel Logistics For The Executive Director • Prepare And Edit Correspondence, Presentations, Reports, And Memos • Complete Expense Reports And Manage Correspondence With Vendors • Support The Executive Director In Strategic Communications, Organizational Strategy, And All

Jan 4th, 2024  
Executive Assistant To The Executive Director And CEO  
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**INSTRUCTIONAL ASSISTANT (MEDICAL ASSISTANT)**- Operates A Variety Of Instructional Media, Computers, Office Machines And Equipment. - Performs Clerical Duties On A Limited Basis. **MINIMUM QUALIFICATIONS:** (1) Proof Of High School Diploma Or Equivalent. (2) Recent Completion Of A Medical Assistant Back Office Program Or One Year Of Recent Medical Back Office Experience. May 3th, 2024.

**ASSISTANT SUPERINTENDENTS 1417 Assistant ...**

**ASSISTANT SUPERINTENDENTS 1417 Assistant Superintendent For School Administration (Grades K – 12)** Page 3 Of 7

**VERIFICATION OF COMPETENCY:** 1. District Application And Resume. 2. Required Documentation Outlined In The Qualifications Above. 3. A Minimum Of Three Letters May 4th, 2024

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