



## Rockford Area Schools Job Description

### Administrative Assistant

#### General Definition of Work

Performs intermediate skilled administrative support work for the Superintendent and Board of Education in conducting day-to-day operations of the school district, and related work as apparent or assigned. Work is performed under the limited supervision of the Superintendent.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Essential Functions

Assists the Superintendent with general administrative operations and special projects.

Produces communications and provides website updates; prepares press releases and related correspondence.

Provides secretarial and administrative support to the School Board.

Manages files and records to include open enrollment and home school families.

Greets members of public, answers phones and accepts mail as required.

Manages School Board and special elections.

Attends meetings and serves on committees as required by the Superintendent.

#### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of election procedures; general knowledge of district forms; thorough knowledge of standard office equipment, computer hardware and related software; knowledge of creative/design software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

#### Education and Experience

High school diploma or GED and moderate experience in an office/secretarial setting, or equivalent combination of education and experience.

#### Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

#### Special Requirements

Notary Public Certification within one year

Election Clerk Training within one year