

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

QUALIFICATIONS

Possession of a high school diploma and appropriate post-secondary business training.

Minimum of five years of secretarial experience and appropriate supervisory experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to effectively compose and transcribe documents with appropriateness and accuracy.

Ability to interact professionally with employees, Board members, and the public.

Ability to act and work independently, displaying decision-making skills as required.

DUTIES AND RESPONSIBILITIES

Be responsible to the Superintendent for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Perform all secretarial tasks efficiently and accurately.

Maintain accurate records and filing systems related to job functions.

Oversee and direct the efficient operation of the administrative office providing specific direction and assignment as supervisor for both the District Receptionist and the Student Accounting Secretary.

Complete all items of business related to the Board of School Directors, including meeting agendas, mailings, Board of Review hearings/expulsions, reports, schedules, ethics forms, retreat, reorganization, and retirement functions, etc.

Attend and record all Board of Review hearings.

Attend the public Board meeting and Board Workshop meeting each month, maintaining accurate minutes of these meetings and of all committee meetings, as requested. Complete all correspondence, reports, professional employment contracts, letters of employment, etc., required as a result of each Board meeting or Board Workshop meeting.

Maintain accurate databases/files for administrator, professional, and salary exempt employees relating to salary, salary verification, notification of intent, and transcripts, professional certification, course approval, education, and tuition reimbursement, sabbatical leaves of absence, and tenure.

Accurately compute and prepare supplemental contracts for co-curricular, coaching, and other supplemental positions as outlined in the Collective Bargaining Agreement.

Monitor the submission of supervision forms for the professional staff by administrators through the year.

Annually coordinate, produce and distribute athletic passes, student insurance forms, District fact card, Growth Projection Report, salary reports, and annual office and District schedules and calendars.

Post and monitor corrections/additions to the District Web site and L-S BLUE, as needed.

Prepare, distribute and monitor the District secretarial handbook, *Pioneer Pages: Secretaries' Handbook of Standard English and District Style*, and promote the use of the chosen District style, while providing support, as needed, in the training and supervision of the District secretarial staff.

Complete annual PDE reports as assigned, in addition to various local reports, and monitor the timely completion of PDE reports assigned to other District employees and submitted through PIMS.

Maintain accurate policy books for both the Superintendent and Administrative Assistant to the Superintendent, as well as posting all policy revisions.

Coordinate conference, lodging, and travel arrangements for the Superintendent, administrators, and Board members as required.

Attend meetings of Lancaster-Lebanon IU13 Superintendents' Secretaries and Lancaster County Association of Educational Office Personnel, as well as the annual Pennsylvania School Board Secretaries Conference and the Pennsylvania Association of Educational Office Personnel Conference.

Coordinate secretarial personnel rotations and reservations for District secretarial staff at the annual IU13 Secretarial Conference and the annual Pennsylvania Association of Educational Office Personnel Conference.

Coordinate and conduct meetings, as needed, with principals' secretaries for organizational purposes.

Coordinate District and Administration Building events.

Communicate with local radio and television stations annually in preparation of an annual weather contact listing.

Prepare all correspondence, reports, and mailings as required by the Superintendent.

Discharge all other assignments delegated by the Superintendent.

#### EVALUATION

Evaluation will be conducted annually by the Superintendent in the areas of domains and goals.