

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## ADMINISTRATIVE ASSISTANT TO THE DISTRICT ADMINISTRATOR

### Job Description

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required). Previous administrative assistant or executive secretarial experience required.
2. Organizational and word processing skills.
3. Proficiency in oral and written communication skills.
4. Ability to operate office machines, such as computer, copier, and fax machine.
5. Knowledge of software applications, such as word processing, spreadsheets, and database management currently used in the District.
6. Ability to assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** District Administrator

#### **GENERAL RESPONSIBILITIES:**

Performs administrative and secretarial support necessary to accomplish objectives established by the District Administrator and Board of Education. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Organize and manage routine work activities for the District Administrator's office.
2. Respond to routine inquiries from staff and public; efficiently refer problem inquiries to District Administrator or the appropriate administrator.
3. Maintain calendar and schedule appointments for District Administrator.
4. Prepare correspondence and reports for the District Administrator and the Board of Education.
5. Maintain files (paper and electronic) for the District Administrator and permanent records for the Board of Education.
6. Coordinate and assist in the preparation of agendas and necessary materials for Board of Education meetings and other meetings.
7. Attend all regular and special Board meetings and prepare official minutes.

8. Perform functions related to student expulsions including preparing necessary notices, attending hearings and compiling written transcripts of the hearing for use by legal counsel and hearing officer.
9. Prepare and post official agendas of all Board meetings and notices of Board committee meetings
10. Assist with publication of election notices and coordination of election activities.
11. Open, sort and screen mail for District Administrator.
12. Make travel arrangements for Board members and District Administrator.
13. Maintain master copy of Board-approved District policies, and provide new and updated policies to Board members and administrators.
14. Maintain point's records for teachers in accordance with the Teacher Employment Guidelines.
15. Order supplies necessary for the operation of the District Administrator's office.
16. Maintain confidentiality and loyalty to employer.

**OTHER FUNCTIONS:**

1. Perform other responsibilities as assigned by the District Administrator.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
October 2006  
March 2016

Waunakee Community School District