

JOB DESCRIPTION

Title:	Administrative Assistant to the Assistant Superintendent of Educational Services	Reports To:	Assistant Superintendent of Educational Services
Department:	Educational Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> CSEA 860 <input type="checkbox"/> Psychologist/Behavioral Specialist <input type="checkbox"/> AEA		

GENERAL SUMMARY OF DUTIES:

Under general direction, to serve as Administrative Assistant to the Assistant Superintendent of Educational Services, relieving him/her of administrative and clerical details; to perform highly complex and responsible clerical work; acts as back up to the Administrative Assistant to the Superintendent.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Perform a variety of clerical, secretarial and technical duties such as establishing and maintaining comprehensive files in support of the Assistant Superintendent of Educational Services.
- Perform a variety of complex, specialized office administrative duties requiring excellent communication, writing and organizational skills such as establishing and maintaining comprehensive files and transaction records.

- Assists the Assistant Superintendent/District Compliance Officer in the investigation and timely resolution of formal complaints and incidents.
- Assists the Assistant Superintendent of Educational Services by researching, compiling and preparing background materials and information for board, cabinet and staff meetings.
- Support the coordination of confidential reports and notes used for negotiations related to Educational Services.
- Able to work independently and initiate work as well as determine priorities and delegate to appropriate staff.
- Coordinate, compile and submit the Office of Civil Rights (Federal) compliance Report to appropriate staff.
- Opens, reads and routes mail and marks important sections of mail for attention of the Assistant Superintendent.
- Respond to correspondence, on own initiative, on matters not requiring personal responses by the Assistant Superintendent of Educational Services.
- Responsible to conduct initial interviews in person or on telephone with students, teachers and parents, and either answer questions, refer to an appropriate staff member, or make appointments with the Assistant Superintendent of Educational Services.
- Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various other office equipment.
- Prepare various analytical, advanced technical and highly complex reports and documents when needed.
- Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports and other documents; duplicate a variety of materials.
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contact.
- Provide technical information concerning policies and procedures; interpret program policies, rules and procedures to assist staff at school sites and the public.
- Create departmental purchase orders and authorize payment in accordance with departmental procedures.
- Coordinate the Department budget control function with the Accounting Department as directed.
- Prepare and post agendas for the Board of Education as related to Educational Services.
- Serve as the back-up staff liaison with Novus, the electronic on-line agenda program.
- Provide administrative support to Assistant Superintendent of Educational Services and back-up administrative support for Superintendent.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's Degree or any combination of education, training and/or experience equivalent to eight years of relevant experience required.

KNOWLEDGE AND SKILLS:

- Ability to plan, organize and prioritize work to meet schedules and time lines.
- Strong oral and written communication skills including ability to communicate with tact, patience and courtesy.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.

Administrative Assistant to the Assistant Superintendent
Pending BOE Approval

- Ability to understand and follow oral and written directions and work independently with little direction.
- Proficient with Microsoft PowerPoint, Excel, Word and Outlook.
- Knowledge of complex, specialized legal and business filing systems.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.
- Ability to work cooperatively with others
- Ability to multi-task to complete work accurately and as directed with many interruptions

DESIRED QUALIFICATIONS:

Previous experience as an administrative assistant in a school district preferred.

SUPERVISES:

Assigned staff.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	1	Lift/carry 0-10 lbs	2
Twist	1	Lift/carry 11-25 lbs	2
Squat	1	Lift/carry 26-40 lbs	1
Kneel	1	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	3	Perform Repetitive Hand Motions	4
Use Left Hand	3	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

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