

**RSU No. 5  
JOB DESCRIPTION**

**ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:**

1. Minimum of an Associates degree with two or more years of relevant experience in an administrative/executive assistant position with supervisory responsibility
2. Possess strong organizational skills as well as the ability to handle multiple projects professionally
3. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
4. Dictation skills
5. Demonstrated computer skills: excellent keyboarding, word processing, spreadsheet and database skills
6. Knowledge of general office practices, ability to handle sensitive and confidential issues
7. Pleasant and efficient telephone manner
8. Must be team oriented with excellent interpersonal and communication skills
9. Possess strong public relations skills

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To complete the detail and written work of the Superintendent and to coordinate other matters essential to the efficiency and effectiveness of the Superintendent of Schools.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies, procedures, and related information; to provide and follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, speak, and correctly perceive.
4. Ability to do reaching, lifting, basic math, writing, eye-hand coordination, keyboarding, sitting, and stooping.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Superintendent with the general administrative operations of RSU No. 5
2. Provides secretarial service to the Superintendent for all matters relating to the Office of the Superintendent.
3. Through management responsibilities and decision making authority, ensures the Central Office runs efficiently and effectively.
4. Composes and types correspondence, assuring correct punctuation, grammar and construction of all dictated material, for the Superintendent for all matters relating to the Superintendent's Office.
5. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable formats.
6. Prepares material for all Board of Directors meetings, composes and distributes the record of the meeting and all follow-up correspondence.

7. Maintains a regular filing system, as well as a set of locked confidential files and processes incoming correspondence as instructed by the Superintendent.
8. Places and receives telephone calls and records messages.
9. Orders and maintains necessary supplies used for the job function.
10. Performs any bookkeeping tasks associated with the position.
11. Maintains a schedule of appointments and makes arrangements for conferences and interviews, makes travel arrangements for the Superintendent, schedules meetings and appointments.
12. Maintains updated copies of district policy manuals.
13. Works with school secretaries on procedural matters relating to the job and the district.
14. Determines items of urgent nature and advises the Superintendent concerning those items.
15. Maintains an understanding of the total organizational structure and operation of the school system, to provide direction to individuals seeking relevant information concerning the system.
16. Operate all standard office equipment.
17. Works cooperatively as a team member within the Central Office.
18. Performs functions as requested by the supervisor, and by the demands of the position.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors

**EVALUATION:**

Evaluated annually by the Superintendent of Schools or his/her designee in accordance with this document.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Personnel File  
 File Copy to Employee  
 Adopted: 5/27/09; Amended:5/25/11