ST. MARY’S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE CHIEF ACADEMIC OFFICER

POSITION: Administrative Assistant to the Chief Academic Officer

REPORTS TO: Chief Academic Officer

LOCATION: Department of Curriculum and Instruction/Department of Assessment and Accountability

NATURE OF WORK:
Performs work of a highly confidential nature in a high-pressure environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly complex, diverse, and secretarial and administrative duties including fiscal responsibilities, grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, and federal and state grant-required documentation. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to communicate courteously and tactfully with staff, Board members, students, parents, representatives from county, state, and federal offices, legislators, and the general public in a timely manner to ensure that requests are addressed, and problems are resolved in an efficient and effective manner;
- Organizes, supervises, coordinates, and establishes priorities of tasks to be performed by other clerical employees;
- Develops written procedures for office routines and maintains;
- Manages the workflow of the office on a daily basis;
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Department of Curriculum and Instruction and the Department of Assessment and Accountability;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, established procedures, and competing deadlines;
- Ability to prioritize and manage the constantly changing workflow of the Chief Academic Officer and the Departments of Curriculum and Instruction and Assessment and Accountability;
- Possesses analytical, problem-solving, critical thinking, and decision-making skills;
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses;
- Works independently utilizing the objectives and guidelines established by the school system, federal, state, and local regulations, and the Chief Academic Officer
- Ability to follow complex verbal and written directions;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions;
- Ability to manage a variety of confidential records and information; and
- Uses technology effectively to complete work.
• Orders supplies and equipment; maintains adequate inventories;
• Ability to accurately proofread and edit all work completed by the secretarial staff; and
• Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

• Assists the Chief Academic Officer with coordinating and obtaining information for identified school system employees, students, parents, and other agency staff to resolve questions and concerns;
• Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the Chief Academic Officer and Departments of Curriculum and Instruction and Assessment and Accountability;
• Receives and independently screens all written and telephone communications to the Chief Academic Officer, routes requests and inquiries to the appropriate destination for a timely response;
• Keeps the Chief Academic Officer advised of any concerns or emergencies reported to the office;
• Composes letters, emails, instructions, or other such transmittals for the Chief Academic Officer;
• Develops deadlines to ensure that work is completed on time;
• Enters Board Agenda items, updates, and revisions of policies and regulations, as necessary in BoardDocs, and troubleshoots with other support staff in using Board Docs;
• Handles the fiscal responsibilities of the Chief Academic Officer and oversees and supports the fiscal responsibilities of the Departments of Curriculum and Instruction and Assessment
• and Accountability;
• Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff or briefs the Chief Academic Officer for their response;
• Makes arrangements for travel, appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences;
• Maintains a filing system representative of the Chief Academic Officer;
• Performs office activities with a minimum degree of supervision;
• May coordinate the work of others; and
• Performs other duties as assigned.

QUALIFICATIONS:

• Graduation from high school required;
• Minimum of four (4) years of experience as a secretary and/or in business management;
• Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
• Thorough working knowledge of the programs, policies, and procedures of the St. Mary’s County Public Schools; and
• Thorough working knowledge of office technology and procedures, including office equipment and software;

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.
BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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