



EXEMPT POSITION VACANCY
Executive Director Administrative Assistant

POSTED: May 25, 2023
STARTING DATE: June 2023

APPLICATION DEADLINE: June 2, 2023
REPORTS TO: Executive Director

JOB SUMMARY: Performs administrative assistant duties for the executive director. Provides administrative support services necessary for the effective management of school operations.

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Proficient in office protocol and the use of information technology systems.
- Proficient in the use of computer software and maintenance of office records.

MAJOR DUTIES AND RESPONSIBILITIES

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures. Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains an office calendar. Schedules appointments as directed.
- Keeps current with program, policy, and procedure changes. Helps keep students, parents, and staff informed about relevant issues. Refers inquiries requiring policy interpretation to administrative staff.
- Helps communicate information about weather delays and program cancellations.
- Maintains forms related to administrative procedures and program functions.
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem. Intervenes and/or reports concerns to an administrator. Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Cross-trains with other support staff as directed. Offers assistance when needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Performs other specific job-related duties as directed.

SALARY & CONTRACT: Placement on the Springfield-Clark CTC Exempt Salary Schedule and Benefits Package, starting salary \$48,330 - \$62,152 based upon education and experience. Contract consists of 260 days per school year.

APPLICATION PROCESS: Submit an updated SCCTC application, resume, college transcripts and relevant credentials to: careers@scctc.org

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