

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: **Administrative Assistant- District**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, this position provides secretarial and administrative support to the Assistant Superintendent and department personnel for the purpose of providing assistance with their administrative functions.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior’s Vision, Mission, and Values.
- Supports Assistant Superintendent and department personnel for the purpose of providing assistance with their administrative functions.
- Coordinates a wide variety of activities and events (e.g. staff meetings, workshops, staff development training, planning meetings, employee of the month, etc.) for the purpose of meeting department and district objectives; compile and record all meeting results.
- Analyzes budget account as assigned for the purpose of identifying budget variance and evaluating budget costs and balances.
- Maintains a wide variety of computerized and manual documents, files and records (confidential and non-confidential) (e.g. expenditures, Student and Staff calendars, parking permits, requisitions, purchase orders, meeting notes, action plans, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Receives and distributes state testing materials to and from school site and State testing center; assuring proper distribution, confidentiality and security of testing materials.
- Assist with data reporting as assigned.
- Create Student and Staff Calendars; assist in maintaining the Excelsior employee handbook as assigned.
- Coordinates with school site regularly regarding any business related tasks as assigned; Assure timely communication between Excelsior or school site employees; make phone calls to receive and transmit information.
- Prepare a variety of written materials for Assistant Superintendent, including materials of a confidential nature (e.g. meeting agendas, board notes, reports, correspondence, calendars, calendar invites, e-mails, minutes, requisitions, activity reports, procedures, memos, letters, etc. as assigned) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries from a variety of sources (e.g. other personnel, other districts, outside agencies, etc.) for the purpose of solving problems, providing information and/or referral.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- Schedule meetings and appointments for the Assistant Superintendent and other staff and faculty; maintain Assistant Superintendents calendar.
- Performs various clerical functions, some of a highly confidential nature, for the Human Resource Department (e.g. compiling data, composing documents, preparing written materials, faxing, filing, etc.) for the purpose of supporting department personnel in the performance of their assignments.
- Maintain confidentiality in all aspects of student, staff and school information.
- Perform general clerical duties to include but not limited to bookkeeping, faxing, filing and maintaining organizational documents and reports for Excelsior's Business office.
- Compile data and prepare papers for consideration and presentation to the immediate supervisor and staff.
- Maintain a clean, safe and orderly work environment.
- Remain current regarding new programs, requirements and new regulations. Pursue academic and professional growth and development as approved; continually seek learning experiences.
- Attend meetings, organize and participate in activities relevant to assigned field.
- Attend staff development sessions as required by Supervisor.
- Assist with other such duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications, practical experience in Microsoft office or MOUS certification.
- Broad knowledge of proper grammar usage and the ability to edit efficiently.
- Excelsior's policies and procedures.

ABILITY TO:

- Demonstrate outstanding interpersonal, organizational, written and verbal communication skills.
- Maintain a flexible work load.
- Receive and obtain direction from immediate supervisor and act accordingly in a timely manner.
- Organize, coordinate and take initiative of assigned projects.
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Adjust to the ever-changing technology and operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

QUALIFICATIONS:

- Minimum of a High School Diploma or Equivalent.
- College Level course work in relevant field and or 1-3 years of clerical experience.
- A Valid Driver's License.

WORKING CONDITIONS:

- School campus environment, office environment and various community events
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 70% sitting, 15% walking, and 15% standing
- Will require travel to various locations.