

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE:** ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT OF OPERATIONS

**QUALIFICATIONS:**

1. Demonstrated problem solving skills and mature and discreet judgment.
2. Demonstrated ability to communicate effectively orally and in writing.
3. Ability to organize, manage time and multiple priorities to meet deadlines.
4. Computer skills including experience with Microsoft Office Suite, helpdesk and Adobe Suite
5. Ability to learn new skills
6. Ability to effectively work with others
6. Must successfully pass a background check that is satisfactory to the Board of Education.
7. High school diploma and minimum one year secretarial experience or any equivalent combination of education and experience.

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To perform administrative assistant duties for the Assistant Superintendent of Operations

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in maintaining daily communication updates, using a variety of digital tools.
2. Assists in event planning and set up.
3. Operate Technology helpdesk.
4. Maintains effective and efficient record keeping procedures including electronic formats.
5. Communicates effectively, both orally and in writing, with students, parents, and other professionals.
6. Assists in maintaining technology accounts for staff and students.
7. Models professional and ethical standards as directed in board policy when dealing with students, parents, peers, and community.
8. Establishes and maintains cooperative working relationships with students, parents, and school staff.
9. Set up and maintain various filing systems such as purchase orders, packing slips, and invoices, payment vouchers, for the communication and marketing programs.
10. Proofread district communications
11. Performs other duties and responsibilities as assigned by supervisor.

**PHYSICAL DEMANDS:** Primarily a desk job but requires the ability to be mobile within the workplace.

**TERMS OF EMPLOYMENT:** 12 Months as per School Board Policy GDBDA

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Evaluated annually by Assistant Superintendent of Operations

**APPROVED BY SCHOOL BOARD:** February 21, 2019