

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT OF LEARNING

QUALIFICATIONS:

1. Excellent communication skills with the ability to serve the public effectively
2. Ability to use standard office machines, equipment and computers
3. Knowledge of office practices and procedures
4. Typing and organizational skills
5. Ability to edit correspondence
6. Excellent organizational skills; mature and discreet judgment
7. High school diploma supplemented by minimum one year secretarial experience
- or -
8. Any equivalent combination of education and experience

REPORTS TO: Assistant Superintendent of Learning

JOB GOAL: To manage administrative assistant duties for the office of Director of Professional Services

PERFORMANCE RESPONSIBILITIES:

1. Manage incoming/outgoing telephone calls; provide information and is familiar with district policies/procedures and contacts.
2. Assists visitors; assesses the nature of the visit; assists them directly or directs them to appropriate person.
3. Assembles and types a variety of reports and correspondence including confidential data.
4. Maintains various files and records for department (i.e. student and teacher files).
5. Assists with duties in areas of curriculum and professional development as needed to maintain department needs.
6. Supplies assistance with District Grant records and orders.
7. Prepare and track purchase orders for department budgets and follow through with procedures for payment.
8. Provides assistance in preparation for meetings and workshops as directed.
9. Makes registrations and accommodations for conferences, meetings, and workshops as needed.
10. Assists with standardized test materials for the District.
11. Assists with demographics for standardized testing.
12. Maintain files of request for reimbursement for teachers.
13. Provides assistance with other duties as needed.

PHYSICAL DEMANDS: Be able to sit at a workstation for extended lengths of time (60-90 minutes).

TERMS OF EMPLOYMENT: 12 months as per School board Policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Assistant Superintendent of Learning

APPROVED BY SCHOOL BOARD: February 21, 2019