

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

TITLE: ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT/BOARD SECRETARY

QUALIFICATIONS:

1. Knowledge of office practices and procedures
2. Ability to compose and edit correspondence and reports
3. Good statistical aptitude
4. Excellent organizational skills; mature judgment; good attendance record and telephone skills
5. Working knowledge of the district's policies, procedures and functions
6. Computer knowledge, proficient in keyboarding & Microsoft Office, Adobe Acrobat Professional
7. High school diploma supplemented by minimum three years' secretarial experience
- or -
8. Any equivalent combination of education and experience

REPORTS TO: Superintendent, Board of Education and/or Chief Financial Officer

JOB GOAL: To perform general administrative assistant duties for the Superintendent; to act as Secretary to the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Composes, assembles and disseminates a variety of correspondence and reports including confidential data, from e-mail or verbal direction.
2. Gathers and compiles information from various sources to develop Board agendas, minutes and supporting documentation; oversees creating and dissemination of information packets to Board and staff; attends all public and closed Board of Education meetings; serves as secretary to the Board of Education and performs appropriate secretarial tasks.
3. Makes accommodations and registrations for administrators and board for conferences, meetings, workshops, etc.
4. Completes state and federal reports and surveys including State Department Core Data and MOSIS reporting; works closely with Superintendent and other administrators to gather data needed for reports and surveys; compiles data and puts in final form.
5. Answers and screens incoming telephone calls; determines the purpose of the call and provides information directly or refers calls to proper person or office; possesses knowledge of school policies/procedures and contracts; also takes messages and places telephone calls.
6. Have a working knowledge of the student and financial computer software.
7. Creates bank deposits for District Office functions.
8. Student Information System Coordinator.
9. Sets up and maintains various filing systems.
10. Serves as User Manager of the DESE Web Application Site.
11. Works with MSBA to keep board policies current
12. Maintains confidentiality.
13. Serves on State Core Data and Student Information System Committees.
14. Performs other duties as required and makes independent decisions as directed by the Superintendent or by policy.

PHYSICAL DEMANDS: Must be able to sit for long periods of time and use a computer.

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA; compensation as per adopted salary schedule.

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Superintendent.

APPROVED BY SCHOOL BOARD: February 21, 2019