



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND BOARD OF EDUCATION

LOCATION:

Administration

POSITION SUMMARY:

To act as a confidential administrative assistant on the executive team, to include managing the Superintendent's and Board of Education members' calendars, schedules and correspondence; preparing press releases and communications as directed; interfacing with the public on a variety of issues and in a variety of ways; interfacing with department directors and executive team members; and managing the details and documents of Board of Education meetings.

REPORTS TO:

Superintendent/President of the Board of Education

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Minimum of a high school diploma or equivalent required, a college degree is preferred.
2. Must have or be able to quickly acquire knowledge of the school system structure (mission, goals and objectives), policies and procedures.
3. Must have experience demonstrating the ability to deal with diverse situations and diversity of people.
4. Must have office management experience.
5. Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Desktop publishing considered a plus.
6. Must type a minimum of 60 words per minute with accuracy in a setting with many interruptions and transcribe from dictation equipment, handwritten drafts or verbal dictation. Shorthand skills considered a plus.
7. Must take and pass the clerical test given by the Calvert County Public Schools.
8. Must be able to learn quickly to use the software programs of the department.
9. Must have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Ability to maintain strict confidentiality in regard to work performed.
2. Ability to handle multiple interruptions and adjustments to priorities throughout the day.
3. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
4. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
5. Ability to speak effectively in public and to compose concisely and clearly.
6. Ability to work within a team setting with multiple contributors on projects.
7. Ability to multi-task projects, people and events to get the job done.
8. Willingness to learn new things and eagerness to acquire new skills.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Assist in building agendas for meetings, organize supporting documents for said meetings, and take minutes at said meetings.
2. Create, format, produce and edit correspondence and other written materials for internal use of the school system.
3. Design a number of specific public documents including the annual report of the school system, the system's school calendar, brochures and flyers on programs, and specific reports at the request of the Board members and the Superintendent.
4. Initiate correspondence on a variety of matters requiring an in-depth understanding of educational programs, as well as school system policies and procedures.
5. Operate office equipment including copiers, facsimile machines, computers and scanners; input and retrieve data and text; organize and maintain document filing.
6. Respond to public inquires on the telephone and in person with visitors to the executive office. Provide information and assistance to the public in a courteous manner and with sensitivity to the diversity of a multi-cultural audience. Resolve complaints with the scope of information and authority and refer to others, as appropriate.
7. Possess an understanding of the public school employer's posture in the collective negotiation process (confidential employee).

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

1. Research and coordinate various activities and details associated with meetings, retreats and business trips.
2. Act as a resource to other staff concerning format, procedures, and standard practices in relation to the Board of Education.
3. May perform portions of the work of higher classified positions, as assigned.
4. May perform portions of the work of lower classified positions, as assigned.

5. May coordinate with citizen advisory groups or other organizations.
6. Performs related work as required or assigned by the Superintendent or President of the Board of Education.

PHYSICAL DEMANDS:

1. Ability to sit at a workstation or in Board meetings for extended periods.
2. Ability to stand, work and drive throughout the day.
3. Occasional ability to lift, carry and move parcels weighing up to 25 pounds.

UNUSUAL DEMANDS:

None

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors

may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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