BUTLER COUNTY SCHOOLS

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited institution.
(2) Alabama certification in Educational Leadership and Supervision.
(3) Experience in public school administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of system related legal issues, business math, and verbal and written communication skills. Knowledge of Administrative procedures and the impact on office operations. Thorough knowledge of operations, functions and scope of authority of all departments in the organization. Ability to establish and maintain effective communication with superintendent, Board Members, officials, administrative personnel, employees and the public. Ability to write business correspondence and reports with proficiency in Business English and spelling. Ability to define problems, establish facts, and determine practical solutions to situations. Ability to deal with irate and/or frustrated parents as well as diffuse tense situations and conflicts. High degree of ability to deal with the public. Ability to review contracts and interact with Department of Education officials. Possess a high degree of organizational and problem solving skills.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in the effective operation of the Central Office and School System.

SUPERVISES:

Employees as designated by the Superintendent

PERFORMANCE RESPONSIBILITIES:

* (1) Prepare background materials for meetings.
* (2) Draft letters for Superintendent's review and signature.
* (3) Handle phone calls and correspondence in lieu of superintendent as directed.
* (4) Serve as contact person for legal issues when necessary.
* (5) Interact with parents, outside agencies, business and community to enhance understanding of system initiatives and priorities and to elicit support and assistance.
* (6) Keep the Superintendent informed of potential problems or unseals events.
* (7) Represent the system in a positive and professional manner.
* (8) Assist in the interpretation of programs, philosophy and policies of the system to staff, students and the community.
*(9) Coordinate textbook program for the system.
*(10) Prepare system-wide reports on class size analysis.
*(11) Keep supervisor informed of potential problems or unusual events.
*(12) Serve on system, state or community councils or committees as assigned or appropriate.
*(13) Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.

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ADMINISTRATIVE ASSISTANT (Continued)

*(14) Work closely with system and school staffs to support school improvement initiatives and processes.
*(15) Keep informed and disseminate information about current research, trends, best practices in areas of responsibility.
*(16) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
*(17) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
*(18) Represent the system in a positive and professional manner.
*(19) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(20) Assist in implementing the system's goals and strategic commitment.
*(21) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(22) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
*(23) May be required to work beyond the 40-hour work week.
(24) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

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