

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

POSITION: Administrative Assistant

REPORTS TO: Director

LOCATION: Board of Education Offices

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Manages the workflow of the office on a daily basis.
- Receives and screens all communications to the official.
- Composes and proofreads all letters, memoranda, instructions or other such transmittals for the official.
- Compiles and maintains a variety of confidential records and information.
- Schedules appointments and maintains daily calendar for the official.
- Coordinates the activities and schedules individual and group conferences for the official.
- Serves as a liaison between the official and school system employees, students, parents, citizens, and government staff.

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the official.
- Handles correspondence through dictation or composition of letters.
- Answers and screens phone calls, if appropriate deals with matters at hand, refers to other staff or briefs the official for his/her response.
- Greets visitors and escorts, as necessary.
- Handles requests for obtaining information concerning the school system.
- Maintains a filing system representative of the official's office.
- Maintains a tracking record of all communications by way of a telephone and mail log.
- Performs office activities with a minimum degree of supervision.
- Attends meetings, hearings, executive work sessions, and conferences at the direction of the official.
- Takes and records minutes, as directed.
- Keeps informed of county, state, and federal policies affecting the school system.
- Makes travel arrangements.
- Makes arrangements for appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences.
- Prepares and distributes information and materials to other departments.

- Keeps abreast of events that pertain to the official.
- May direct, supervise, or coordinate the work of others.
- Maintains proper bookkeeping system for materials under the official's account.
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school. Business school or forms of secretarial training is desirable;
- Five years of experience as an administrative secretary; or any combination of experience and training which would provide the following knowledge, abilities, and skills;
- Minimum of five years experience as an administrative secretary;
- Ability to follow complex verbal and written direction;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Thorough working knowledge of office technology and procedures, including office equipment and software;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to coordinate the work of others;
- Possession of outstanding human relations and interpersonal communications skills;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT: EASMC-ESP

Updated 2018

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**ADMINISTRATIVE ASSISTANT TO THE CHIEF OF EQUITY, ENGAGEMENT, AND
EARLY ACCESS**

POSITION: Administrative Assistant to the Chief of Equity, Engagement, and Early Access

REPORTS TO: Chief of Equity, Engagement, and Early Access

LOCATION: Department of Equity, Engagement, and Early Access

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly complex, diverse, and secretarial and administrative duties including grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, federal and state grant required documentation. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to communicate courteously and tactfully with staff, Board members, students, parents, representatives from county, state, and federal offices, legislators, and the general public in a timely manner to ensure that requests are addressed and problems are resolved in an efficient and effective manner;
- Organizes, supervises, coordinates, and establishes priorities of tasks to be performed by other clerical employees;
- Assists in interviewing job applicants; makes hiring recommendations;
- Develops written procedures for office routines and maintains;
- Provides training to other staff as necessary;
- Manages the workflow of the office on a daily basis;
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Department of Equity, Engagement, and Early Access;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, established procedures and competing deadlines;
- Prioritizes and manages the constantly changing workflow of the Chief and the Department of Equity, Engagement, and Early Access;
- Ensures that the Department of Equity, Engagement, and Early Access and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS);
- Possesses analytical, problem solving, critical thinking, and decision-making skills;
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses;
- Works independently utilizing the objectives and guidelines established by the school system, federal, state and local regulations, and the Chief of Equity, Engagement, and Early Access;
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions;
- Compiles and maintains a variety of confidential records and information;
- Schedules appointments and maintains daily calendar for the Chief of Equity, Engagement, and Early Access;
- Coordinates the activities and schedules individual and group conferences for the Chief of Equity, Engagement, and Early Access;

- Reports to work daily and on-time.
- Uses technology effectively to complete work
- Orders supplies and equipment; maintains adequate inventories;
- Proofreads and edits all work completed by the secretarial staff;
- Performs other related duties as required
- Assists in interviewing job applicants; makes hiring recommendations.

DUTIES AND RESPONSIBILITIES:

- Assists the Chief with coordinating and obtaining information for identified school system employees, students, parents, and other agency staff to resolve questions and concerns;
- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the Chief of Equity, Engagement, and Early Access including all federally required meetings;
- Receives and independently screens all written and telephone communications to the Chief of Equity, Engagement, and Early Access, routes requests and inquiries to the appropriate destination for a timely response;
- Assists the Chief with organizing and delivering training provided to the various members of the Department of Equity, Engagement, and Early Access including Title I schools and early childhood programs, which can include organizing professional development and obtaining speakers and desired training;
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled;
- Keeps the Chief of Equity, Engagement, and Early Access advised of any concerns or emergencies reported to the office;
- Schedules appointments and maintains the calendar for the Chief of Equity, Engagement, and Early Access including Time and Effort verification;
- Composes letters, emails, instructions, or other such transmittals for the Chief of Equity, Engagement, and Early Access; and conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion;
- Develops deadlines to ensure that work is completed on time;
- Greets visitors and escorts, as necessary;
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Chief of Equity, Engagement, and Early Access;
- Provides guidance and assistance, as necessary, to educational support professionals within the Department of Equity, Engagement, and Early Access, keeping them informed of procedural changes within the system and the office;
- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff or briefs the Chief of Equity, Engagement, and Early Access for their response;
- Makes arrangements for travel, appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences;
- Handles requests for obtaining information concerning the Department of Equity, Engagement, and Early Access;
- Maintains a filing system representative of the Chief of Equity, Engagement, and Early Access;
- Maintains a tracking record of all communications by way of a telephone and mail log;
- Performs office activities with a minimum degree of supervision;
- Enters agenda items into Board docs for the Department of Equity, Engagement, and Early Access;
- May coordinate the work of others;
- Maintains bookkeeping system for various budget accounts; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school required.
- Minimum of four years of experience as a secretary.
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment).
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.
- Ability to follow complex verbal and written directions.
- Ability to maintain sensitive and confidential records and prepare reports from such records.
- Thorough working knowledge of office technology and procedures, including office equipment and software.
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures.
- Ability to coordinate the work of others.
- Possession of outstanding human relations and interpersonal communication skills.
- Able to communicate with a high level of accuracy and efficiency, both orally and in writing.
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2022

ST. MARY'S COUNTY PUBLIC SCHOOLS EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF SAFETY AND SECURITY

POSITION: Administrative Assistant to the Chief of Safety and Security

REPORTS TO: Chief of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

This is a high-level secretarial position. The work includes performing a wide variety of secretarial tasks in a highly sensitive environment. The employee works independently and assumes a major segment of the office work. The position requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues. The work is performed under the general supervision of the Chief of Safety and Security. The work is performed with minimal instruction or supervision and requires initiative in handling tasks and procedures.

ESSENTIAL FUNCTIONS:

- Ability to work in an office setting daily, maintaining positive working relationships with other staff, parents, students, and the community;
- Ability to use office machines, computers, telephones, and other means as required to complete assigned tasks and responsibilities;
- Ability to communicate effectively with excellent English usage and written skills;
- Ability to proofread all written materials for accuracy, consistency, and correct English usage;
- Ability to follow complex oral and written directions;
- Ability to maintain effective working relationships with office staff, other school employees and officials, and the general public;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to work independently without supervision;
- Ability to plan, organize, prioritize and coordinate the work of others; and
- Ability to project a positive image to the public; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, including preparation of agendas, for official meetings and publishing departmental documents;
- Assists the Chief in documenting school-related investigations including student conduct and discipline, criminal activities, and employee misconduct investigations;
- Assists the Chief in collecting, maintaining, and reconciling student discipline and arrest data;
- Assists the Chief in responding to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
- Assists the Chief in coordinating emergency response to school events;

- Assists the Chief in responding to elevated parent concerns;
- Coordinates the activities and schedules individual and group conferences for the Chief;
- Generates and prepares written correspondence, reports, and materials for the Chief's signature;
- Makes appointments and manages the calendar for the administrative team in Safety and Security;
- Communicates with the general public via telephone, personal contact, and written correspondence using tact, diplomacy, and excellent English usage and written skills;
- Coordinates the employee License Monitoring System (LMS) ensuring established BOE policy is followed;
- Coordinates and maintains the approval process for electronically submitted field trip applications;
- Assists the Chief with coordinating public information and media communication efforts with law enforcement and other allied response agencies;
- Assists the Chief in completing emergency radios system testing;
- Maintains filing systems, including confidential files, of the Chief's office;
- Maintains files and keeps informed of the county, state, and federal policies affecting the school system;
- Makes arrangements for and assembles materials in preparation for appointments and conferences (room reservations, transportation, meeting accommodations, etc.);
- Prepares and distributes information and materials to other departments;
- May direct, supervise, or coordinate the work of others;
- Provides and updates the Chief with important items such as budget reports;
- Prepares budget transfers for the Chief;
- Handles payroll and leave forms for staff;
- Handles and processes invoices for purchases;
- Prepares biweekly payroll reports;
- Orders supplies and equipment; maintains adequate inventories; and
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Coordinates and retains departmental records pertaining to professional development training, sex offender registry, and field trips used by the Chief;
- Assists the Chief with monitoring, processing, and maintenance of all SMCPSS volunteer applications and supporting records;
- Assists the Chief with employee and volunteer background screenings;
- Coordinates and implements systemic training for staff and students, including emergency response training, Crisis Prevention, and others as needed; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED); business school or training in secretarial work is desirable;
- Five years of secretarial or general office experience;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment);
- A thorough working knowledge of office technology, including office equipment and software;
- Knowledge of the programs, policies, and procedures of the St. Mary's County Public School System; and
- Ability to perform the Essential Functions of the position.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2022

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT to the DEPUTY SUPERINTENDENT

POSITION: Administrative Assistant

REPORTS TO: Deputy Superintendent

LOCATION: Office of the Superintendent

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to communicate courteously and tactfully with staff, Board members, students, parents, representatives from county, state, and federal offices, legislators, and the general public in a timely manner to ensure that requests are addressed and problems are resolved in an efficient and effective manner;
- Manages the workflow of the office on a daily basis;
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Deputy Superintendent's and Superintendent's office;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, and established procedures;
- Prioritizes and manages the constantly changing workflow of the Deputy Superintendent's office;
- Ensures that the office of the Deputy Superintendent of Schools and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS);
- Possesses analytical, problem solving, critical thinking, and decision-making skills;
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses;
- Works independently utilizing the objectives and guidelines established by the school system, state and local regulations, and Deputy Superintendent;
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions;

- Compiles and maintains a variety of confidential records and information;
- Schedules appointments and maintains daily calendar for the Deputy Superintendent;
- Coordinates the activities and schedules individual and group conferences for the Deputy Superintendent; and
- Reports to work daily and on-time.

DUTIES AND RESPONSIBILITIES:

- Assists the Deputy Superintendent with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staff to resolve questions and concerns;
- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the Deputy Superintendent;
- Receives and independently screens all written and telephone communications to the Deputy Superintendent, routes requests and inquiries to the appropriate destination for a timely response;
- Assists the Deputy Superintendent with organizing and delivering training provided to the various members of the Division of Instruction, which can include organizing professional development and obtaining speakers and desired training;
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled;
- Keeps the Deputy Superintendent advised of any concerns or emergencies reported to the office;
- Schedules appointments and maintains the calendar for the Deputy Superintendent;
- Composes letters, emails, instructions, or other such transmittals for the Deputy Superintendent. Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion;
- Develops deadlines to ensure that work is completed on time;
- Greets visitors and escorts, as necessary;
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Deputy Superintendent;
- Provides guidance and assistance, as necessary, to educational support professionals within the Division of Instruction, keeping them informed of procedural changes within the system and the office;
- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff or briefs the Deputy Superintendent for their response;
- Makes arrangements for travel, appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences;
- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the Deputy Superintendent's office;
- Maintains a tracking record of all communications by way of a telephone and mail log;
- Performs office activities with a minimum degree of supervision;

- Enters agenda items into Board docs for the division;
- May coordinate the work of others;
- Maintains bookkeeping system for various budget accounts; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school required.
- Minimum of four years of experience as a secretary. Experience as a school-based secretary is preferred;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.
- Ability to follow complex verbal and written directions.
- Ability to maintain sensitive and confidential records and prepare reports from such records.
- Thorough working knowledge of office technology and procedures, including office equipment and software.
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures.
- Ability to coordinate the work of others.
- Possession of outstanding human relations and interpersonal communication skills.
- Able to communicate with a high level of accuracy and efficiency, both orally and in writing;

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 03.2020