

School District 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Administrative Assistant to Superintendent/BOE
Date Prepared or Last Modified: December 2021
Work Year: 12 months
Department: Superintendent
Reports To: Superintendent

SUMMARY: Provide administrative and secretarial assistance while serving as liaison to the Superintendent, Board of Education, staff, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 42% Manage the office working with communication's department staff. Coordinate the organization for the Board of Education meetings, District Leadership meetings, and weekly Executive Leadership meetings. Coordinate the details of meetings to include guest invitations, location logistics, refreshments, recognition award and certificates. Monitor the maintenance of office supplies and equipment. Coordinate, and present information at the secretary group meeting. Assist with agenda preparation for the secretary group meeting. Monitor the purchase of new supplies and materials. Keep front desk position informed and aware of issues that may pertain to job duties and inquiries from the public. Represent School District 27 on the Greater Brighton Chamber of Commerce board of directors. Attend monthly meetings and share information regarding the joint activities between the chamber and the school district. Chairperson of the Colorado Organization of Superintendent's Assistants (COSA) Initiate informative emails to the group. Organize summer conferences, and other group activities.

D 30% Provide administrative support to the Superintendent, including composing and typing letters and reports; coordinating and maintaining calendar; opening, reading and distributing mail. Prepare for a daily-informative meeting with the Superintendent. Monitor the Superintendent's email inbox, and respond when appropriate. Keep Superintendent aware of important issues and dates. Provide administrative support to the General Legal Counsel as assigned by the Superintendent. Coordinate special projects in the Superintendent's office relieving the Superintendent of administrative details, keeping projects on schedule, tracking delegated tasks and ensuring progress to deadlines. Manage registration and travel arrangements for conferences that the superintendent may attend.

D. 2% Manage the expenditures of the Superintendent's Office and Board of Education. Monitor credit card purchases and reconcile monthly statements of the Superintendent, General Legal Counsel, Administrative Assistant, and Communications Department.

D 2% Manage and respond to inquiries and provide direction to administrators, support staff, and others who call for clarification or interpretation of spoken or written communications, sharing relevant background information to assist them in making the appropriate decisions. Initiate action, exercise judgment, or provide direction to others as appropriate. Manage and respond to inquiries from the public on a wide variety of issues such as academic programs, school calendar, Board procedures, district policy, facilities, or personnel.

D 2% Conduct problem solving regarding problems presented to the Superintendent's office. As conflict situations and policy questions are presented, resources necessary to conduct problem solving are coordinated and brought to bear on the situation.

D 2% Address policy questions presented to the Superintendent's office and provide policy information and interpretation for such questions. Coordinate with the communications department, the policy information on the district website.

W 8% Attend Board of Education meetings and serve as Secretary to the Board. Responsible for posting of agenda and writing of all official minutes of Board of Education meetings, archives, and approved minutes as required by law. Maintain a public website as pertains to agendas, posting and minutes. Manage registration and travel arrangements for conferences that the Board of Education members may attend.

W 7% Collaborate with administrators to prepare and format the agendas and supporting materials for Board of Education meetings. Provide confidential support for all Board of Education and Superintendent meetings and activities. Act in a discretionary and professional manner dealing with all information confidentially.

W 1% Coordinate with the Brighton Rotary Group, the recognition of The Student and Teacher of the month. Notify staff, coordinate information with the Rotary Group members regarding these monthly meetings. Annually, distribute the scholarship documents to students, and inform the Rotary members of the distribution dates for scholarship funds.

W 1% Acts as liaison among the Superintendent, staff, and Board of Education to ensure accurate communication of information.

W 1% Coordinate updating and editing of Board of Education policy manual and Superintendent Policies. Have knowledge of the governance model that the Board of Education is following. Coordinate with General Legal Counsel on maintaining policies with Colorado Association of School Boards (CASB) and providing access to the public.

A 1% Coordinate district activities associated with Board elections in cooperation with the County Clerk and Recorder in Weld, Adams and Broomfield Counties. Act as district election official as delegated by Board of Education.

Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent. Prefer plus post-secondary courses in office management, secretarial, word processing, computer, and bookkeeping skills equivalent to one year of college.

EXPERIENCE: One year and up to and including two years of experience as an Administrative Assistant or equivalent.

SKILLS, KNOWLEDGE, & EQUIPMENT Requires strong oral and written communication, English, interpersonal relation, organizational, customer service and public relations skills. Basic math and accounting skills; personal computer, keyboarding and word processing; and critical thinking and problem solving skills. Ability to manage confidentiality in all aspects of job. Ability to manage multiple priorities; manage multiple tasks with frequent interruptions and willingness to be on call and / or respond to calls 24/7.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required. Notary Public, First Aid / CPR / AED preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY This job directly supervises the Educational Services Center building receptionist. Supervisor responsible for: interviewing and hiring; disciplining; directs and guides work; appraising performance; completes the performance appraisal and submits it for approval; terminating employees; initiates and finalizes termination proceedings.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to analyze, copy, and evaluate. Frequently required to communicate, coordinate, use interpersonal skills, and compile. Occasionally required to compare, instruct, compute and negotiate.