

Monroe-Gregg School District Role Description



Job Title: Administrative Assistant to the Superintendent

Location: Administration Office

Job Group: Classified- Non-Exempt (260 Days)

Reports to: Superintendent

The administrative assistant to the superintendent is responsible for performing office management activities that will ensure the efficient operation of the school district and the office of the superintendent. This position performs a large variety of complex duties reaching into all parts of the organization. Independent judgment and discretion are required in support of the superintendent and Monroe-Gregg School District. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Provides clerical support to the superintendent as needed.
- Coordinates meetings, speaking engagements, and appointments for the superintendent.
- Serves as liaison between the superintendent and staff, departments, school board, and community, business, and governmental entities.
- Reports regularly to the superintendent on any developments or problems within the district coming to his/her attention and requiring the superintendent's awareness or action.
- Maintains complex confidential files and records of office correspondence, complaints, reports, and other material for the superintendent.
- Assists the superintendent with the timely completion of required reports to include but not limited to grants, school data, performance reports, and bargaining details.
- Arranges all superintendent registrations and travel related to conferences, training, and meetings.
- Provides clerical support to the school board of trustees as needed.
- Posts and provides required notices regarding board meetings, executive sessions, special meetings, and work sessions as required by law.
- Acquires and/or creates board dockets to include agenda item documentation, claims, personnel reports, etc.
- Attends board meetings and records all meeting minutes as well as attends any other meetings as assigned.
- Maintains official board minutes and indexes all board of trustee actions.
- Revises school board policies in conjunction with policy changes and recommended Neola updates.
- Arranges all school board registrations and travel related to conferences.
- Responds to all incoming inquiries via phone, email, mail, and any other means and responds appropriately.
- Receives, reviews, and obtains necessary approval for all facility usage requests.
- Handles transfer tuition inquiries, processing, and tracking.
- Sorts incoming mail and distributes it appropriately.
- Maintains Xerox and mail machine contracts and periodic maintenance.
- Manages and regularly updates the district's Facebook page, website, and outdoor electronic sign.
- Keeps inventory of supplies in the office, creates purchase orders to fulfill needs, and orders as appropriate.
- Works with the insurance provider to ensure timely renewals and claims processing for all liability insurance.
- Organizes all district special events.
- Initiates emergency or critical alerts to parents/guardians and staff in a timely manner.
- Responds to all incoming requests for public records.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- Associate's degree or equivalent work experience in office or clerical support.
- Must possess strong organizational, problem solving, and communication skills.
- Exhibits strong customer service skills and the ability to deal effectively with internal staff and the public.
- Able to manage multiple priorities and deadlines with frequent interruptions.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 25 pounds.

Environmental Conditions:

Works in a school building around others under a fast-paced sometimes stressful environment requiring adherence to multiple priorities with frequent interruptions. Overtime hours may be required at times. The noise level is usually low. Occasional interaction among unruly students/adults is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.