

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL 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-pressure environment. Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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 including grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, and federal and state grant-required documentation. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to flex working hours
- Ability to work under pressure
- Ability to project a positive image to the public
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

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
- Proofreads all written materials for accuracy, consistency, and correct English usage
- Answers and screens phone calls, if appropriate, deals with matters at hand, refers to other staff or briefs the director for his/her response
- Greets visitors and escorts, as necessary
- Handles requests for obtaining information concerning the school system
- Maintains sensitive and confidential files and prepares reports from such records
- Maintains a filing system representative of the office
- Maintains a tracking record of all communications.

- Performs office activities with a minimum degree of supervision
- Attends meetings, hearings, executive work sessions, and conferences as directed
- 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 department's account
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma (or GED);
- Four (4) years of secretarial or general office experience;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment); and
- Thorough working knowledge of office technology and procedures, including demonstrated intermediate knowledge of Microsoft Excel, Word, and PowerPoint

Preferred:

- Business school or training in secretarial work

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 26.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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-pressure environment. Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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 including grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, and federal and state grant-required documentation. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to flex working hours
- Ability to project a positive image to the public
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced environment, and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

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 including all federally required meetings
- Receives and independently screens all written and telephone communications to the Chief, 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 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 advised of any concerns or emergencies reported to the office
- Schedules appointments and maintains the calendar for the Chief including Time and Effort verification
- Composes letters, emails, instructions, or other such transmittals for the Chief; and conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion
- Proofreads all written materials for accuracy, consistency, and correct English usage
- Develops deadlines to ensure that work is completed on time
- Greets visitors and escorts, as necessary
- Organizes, oversees, coordinates, and establishes priorities of tasks to be performed by other clerical employees
- Develops and maintains written procedures for office routines
- Manages the workflow of the office daily
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Chief
- Provides guidance and assistance, as necessary, to educational support professionals within the department, 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 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
- Assists in interviewing job applicants; makes hiring recommendations
- Maintains sensitive and confidential records and prepares reports from such records
- Maintains a filing system representative of the Chief
- Maintains a tracking record of all communications via telephone and mail log
- Enters agenda items into Board docs for the department
- Schedules appointments and maintains daily calendar for the Chief
- Ensures that the department and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS)
- Coordinates the activities and schedules individual and group conferences for the Chief
- Maintains bookkeeping system for various budget accounts
- Orders supplies and equipment; maintains adequate inventories
- Performs other related and non-related job duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or GED
- Four (4) years of secretarial experience
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment); and
- Thorough working knowledge of office technology and procedures, including demonstrated intermediate knowledge of Microsoft Excel, Word, and PowerPoint.

Preferred:

- Business school or training in secretarial work

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 26.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

ADMINISTRATIVE ASSISTANT to the CHIEF of STRATEGIC INITIATIVES

POSITION: Administrative Assistant to the Chief of Strategic Initiatives

REPORTS TO: Chief Strategic Officer

LOCATION: Department of Strategic Initiatives

NATURE OF WORK:

Performs work of a highly confidential nature in a highly accountable environment, providing direct support to the Chief Strategic Officer. Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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, independence, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to flex working hours
- Ability to work under pressure
- Ability to project a positive image to the public
- Possess excellent time-management skills and ability to take initiative and make decisions within assigned responsibility in a challenging and fast-paced professional environment, and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Provides direct administrative support to the Chief Administrative Officer
- Plans, initiates, and completes complex administrative duties related to the operation of the Office of Strategic Initiatives
- Composes, and prepares correspondence for the Chief's signature and system including the Superintendent; distributes correspondence, and prepares bulletins, reports, newsletters, brochures, agendas, forms, etc. as required
- Proofreads all written materials for accuracy, consistency, and correct English usage
- Maintains sensitive and confidential records and prepare reports from such records
- Maintains file storage both in hard copy and electronic format

- Prepares and distributes agendas, schedules, and organizes all official meetings for the department initiatives
- Drafts and distributes press releases for the school system working with various departments;
- Assists with system-wide communication efforts, including system-wide publications, social media, website, and related sites
- Facilitates administrative tasks related to summer camp activities, such as registrations and payments
- Enters Board Agenda items, recognitions, etc. as necessary in Board Docs and troubleshoots with other support staff in using Board Docs
- Assists with system-wide events and recognition events for the school system
- Assists in the preparation and development of system publications and reports, including the Annual Report, Strategic Plan, and other documents
- Assists in the preparation and facilitation of system professional development activities
- Prepares system award recognitions, including Teacher and Principal of the Year submissions for the Washington Post and Maryland Teacher of the Year program
- Enters all purchase requisitions and submits invoices for the department;
- Orders all supplies and tracks spending for the department
- Processes hourly employee payroll submissions as appropriate for grants and system initiatives
- Drafts and finalizes the operating calendars for the school system and Chesapeake Public Charter School including working with MSDE on required forms submittal
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Four (4) years of experience as an administrative secretary
- Thorough working knowledge of office equipment and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Business school or training in secretarial work

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 26.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

ADMINISTRATIVE ASSISTANT to the DEPUTY SUPERINTENDENT

POSITION: Administrative Assistant to the Deputy Superintendent

REPORTS TO: Deputy Superintendent

LOCATION: Office of the Superintendent

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressure environment. Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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 including grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, and federal and state grant-required documentation. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to flex working hours
- Ability to project a positive image to the public
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

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 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
- Proofreads all written materials for accuracy, consistency, and correct English usage
- 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 sensitive and confidential records and prepares reports from such records
- Maintains a filing system representative of the Deputy Superintendent's office
- Maintains a tracking record of all communications via telephone and mail log
- Enters agenda items into Board docs for the division
- May coordinate the work of others
- Maintains bookkeeping system for various budget accounts
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Four (4) years of experience as an administrative secretary
- Thorough working knowledge of office equipment, and technology , including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Business school or training in secretarial work

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 26.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF SAFETY AND SECURITY

POSITION: Administrative Assistant to the Director of Safety and Security

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressure environment. Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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 including grant preparation, revision, and submission. Prepares and maintains complete and accurate records of business communication, and federal and state grant-required documentation. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, parents, students, and the community in a timely manner
- Ability to flex working hours
- Ability to project a positive image to the public
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment, and to be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

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

- Coordinates the activities and schedules individual and group conferences
- Generates and prepares written correspondence, reports, and materials for the Director's signature
- Proofreads all written materials for accuracy, consistency, and correct English usage
- 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 with coordinating public information and media communication efforts with law enforcement and other allied response agencies
- Assists in completing emergency radios system testing
- Maintains sensitive and confidential records and prepares reports from such records
- Maintains filing systems, including confidential files for Safety and Security
- 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
- Prepares, provides and updates the Director with important items such as budget reports and transfers
- Handles payroll and leave forms for staff
- Handles and processes invoices for purchases
- Prepares biweekly payroll reports
- Orders supplies and equipment; maintains adequate inventories
- 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 Directors
- Assists with monitoring, processing, and maintenance of all SMCPs volunteer applications and supporting records
- Assists 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
- Performs other related and non-related job duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or GED
- Four (4) years of experience as an administrative secretary
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position
- Thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)

Preferred:

- Business school or training in secretarial work

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 26.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024