

Job Description

Position Title	Administrative Assistant		
Building	Lincoln Junior High School	Department	District Office
Hours	40 per week	Supervisor	Superintendent of Schools
Band and Grade	B-24	Tools and Equipment	Computer, applicable software, scanning device, camera, calculator, phone, copy machine

Primary Function	Under limited supervision, provides administrative support to the Superintendent and School Board, coordinates the hiring process, serves as school board election clerk, coordinates the reporting of workers' compensation claims, edits and prepares the District newsletter, and performs a variety of District-wide services.
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Essential Duties	
1	Provides administrative support to the School Board including keeping track of agenda items for School Board meetings; preparing the agenda, comments and consent agenda; collecting enclosure information; distributing agenda packet information to the School Board, administrators, District buildings, news media, and the public. Serves as School Board Clerk by taking minutes, preparing minutes for official Board minute book and publication in legal newspaper; and gathering signatures of appropriate Board members.
2	Works with the School Board Policy Committee to ensure District policies are current; reviews MSBA-recommended policies, compares them to District policies, distributes proposed policy changes to administrators and Policy Committee; revises District policies as determined by the Policy Committee for the School Board; makes approved policies available to staff and the public through the District's website.
3	Coordinates the hiring process by notifying union stewards of vacancies; follows contract requirements for posting and advertising vacancies; notifies employees of vacancies; responds to internal and external questions regarding the hiring process; ensures employment recommendation form is completed by hiring manager and the hiring is approved by the School Board; and requests and reviews background checks.
4	Types, formats, assembles, composes, and edits various forms of correspondence for the Superintendent and District including memos, letters, e-mails, faxes, confidential documents, parent letters, flyers, and meeting notices. Tracks and files all correspondence.
5	Answers general questions from employees, staff, and the general public on a variety of topics including Master Agreements, employee handbook, School Board elections and meetings, and District policies and procedures; and directs questions to the appropriate school personnel.
6	Prepares the quarterly District newsletter by gathering information, writing articles, editing submitted articles, designing the layout; taking photographs; preparing the newsletter for electronic transmission to the printers; and overseeing distribution.

7	Serves as Election Clerk for District elections including preparing legal notices for newspaper publication; ensuring timelines are met and state statutes are followed; preparing information to be mailed to voters; writing news releases for newspapers; supervising election judges; and ensuring all election details are taken care of. Attends training sessions conducted by and receives certification from the County Auditor's Office for election administration, head judge, and health care judge every other year.
8	Prepares union Master Agreements and administrative contracts based on documentation from the Superintendent, School Board and/or chief union negotiator(s); follows up on items needing clarification.
9	Coordinates workers' compensation claims by documenting and reporting First Reports of Injury to workers' comp insurance company; maintains OSHA log; communicates with injured employees and supervisors as needed; compiles lists of student and employee accidents for Health and Safety Committee review; communicates with Workers' Comp and property/liability insurance companies and provides accident reports to them.
10	Generates technical and confidential reports and other documents and reviews for accuracy including state and federal reports, student expulsions, District calendar, crisis plan, and employee handbook.
11	Maintains confidential office filing systems such as personnel records.
12	Takes part in meetings of District Health and Safety Committee, School Board Policy Committee, Community Schools and takes meeting minutes when needed.
13	Answers phones, helps sorts mail, assists walk-ins, and responds to e-mails.
14	Makes school closing phone calls to parochial principals, radio and TV stations, and records messages on the school closing phone line as directed by the Superintendent.
15	Designs forms for student registration, employment application, Early Childhood Screening, Kindergarten Round-up, "1,000 Books Before Kindergarten" program (in conjunction with the Glencoe Library), fall open houses, employee recognition breakfast nominations and programs, etc.
16	Orders advertising and provides camera-ready ads and legal notices to newspapers for Kindergarten Round-up, bid openings, School Board minutes, Glencoe and Silver Lake Guide Books, etc.
17	Takes photos for and orders ID badges for new school employees and substitutes.
18	Prepares job descriptions for school employees and school district flow chart.
19	Works at elementary open houses in August and may assist with Kindergarten Round-up in the spring.
20	Keeps portions of the website updated including job postings, School Board minutes and meeting agendas, the School Board-approved official calendar, election information, news items, policies, photos for fine arts activities, etc.
21	Works with auditors during annual audit.
22	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Associate's Degree in administrative support, business administration or marketing, three or more years of secretarial experience in a school district, and certification as an election judge, or an equivalent combination of
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	education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of office principles and procedures. • Knowledge of filing procedures and file maintenance. • Knowledge of business English, punctuation, grammar and spelling. • Knowledge of basic mathematical computations. • Knowledge of basic graphic arts, photography and publication processes. • Knowledge of public relations theories and techniques. • Knowledge of School Board meeting policies and procedures. • Knowledge of recruiting and staffing principles, practices and procedures. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of state and federal laws as related to area of responsibility. • Knowledge of District policies, procedures and services.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying office principles and procedures. • Skill in public relations. • Skill in recording meeting minutes. • Skill in developing newsletters, brochures and other documents. • Skill in locating, interpreting and explaining District policies and procedures. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communication, interpersonal skills as applied to interaction with coworkers, School Board members, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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