

Administrative Assistant to Assistant Superintendent (Elementary and Secondary)

Purpose Statement

The Administrative Assistant to the Assistant Superintendent of Elementary and Secondary Education provides comprehensive and confidential administrative support. This role ensures efficient operation of administrative functions, facilitates communication, and coordinates projects to support the Assistant Superintendent in enhancing educational programs and services.

Supervisory Relationship

Reports to: Assistant Superintendent

Essential Functions

- **Assist in Budget Development:** Assists in the development of budget enhancement projections, narratives, and reports to provide current and complete budget information to the executive team meetings and the Board.
- **Coordinate Projects and Functions:** Coordinates a wide variety of projects, functions, and/or program components (e.g., correspondence, mail, phones, e-mails, internal and external District mailings, meetings, in-service events, travel and accommodations, student transfer request processing, student teacher placement) to ensure timely completion of administrative support activities.
- **Maintain Records:** Maintains a wide variety of manual and electronic documents, files, and records (e.g., budget data and records) to provide up-to-date information and historical reference in accordance with established administrative guidelines and requirements.
- **Monitor Activities:** Monitors various activities on behalf of the assigned Administrator (e.g., program components, meeting arrangements, account balances, work order status) to achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.
- **Oversee Home School Program:** Oversees the coordination of the Home School Program (e.g., NDDPI, testing, parent communication, reports) to ensure student learning in the home school setting.
- **Organize Office Activities:** Oversees office work activities to organize assignments, monitor progress, and ensure completion within established guidelines.
- **Plan and Organize Meetings:** Plans and organizes a variety of meetings, workshops, and/or trainings (e.g., department/team meetings) to provide or receive information, record minutes, and support attendees' needs.
- **Prepare Reports and Documents:** Prepares and/or processes a wide variety of reports, documents, and materials of both confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, grants, work orders, requisitions, budget transfers, graphic presentations) to document activities, provide written reference, and disseminate information in compliance with administrative guidelines and regulatory requirements.
- **Present Information:** Presents information on administrative procedures to existing personnel and/or external agencies (e.g., department/program policies, submission procedures) to orient new personnel, disseminate information, and serve as a liaison between principals, employees, students, patrons, organizations, and visitors.
- **Procure Supplies:** Procures supplies and materials to maintain the availability of required items.
- **Reconcile Account Balances:** Reconciles account balances for assigned budget categories (e.g., P-card approvals, statement reviews, school/department budget monthly, textbook orders) to maintain accurate account balances.
- **Represent Administrator:** Represents the assigned Administrator in their absence to convey and/or gather information required for their functions.
- **Research Topics:** Researches various topics (e.g., current practices, policies, education codes) to provide information and/or recommendations that address administrative requirements.

- **Respond to Inquiries:** Responds to various inquiries from internal and external parties (e.g., staff, parents, students, public agencies) to provide information, facilitate communication, and provide direction.
- **Schedule Activities:** Schedules various activities (e.g., appointments, meetings, travel reservations/accommodations, facility usage) to make necessary arrangements for the assigned administrator.
- **Support Administrative Personnel:** Supports assigned administrative personnel to assist with their functions and responsibilities.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficient in operating standard office equipment and software applications.
- Ability to prepare and maintain accurate records.
- Skilled in planning and managing projects.
- Competent in analyzing issues and implementing solutions.

Knowledge

- Basic math skills, including fractions, percentages, and ratios.
- Ability to read technical documents and compose various documents.
- Knowledge of accounting principles, business etiquette, BPS policies, and office methods.

Abilities

- Capable of scheduling multiple activities and managing data.
- Adaptable to changing priorities and capable of working with diverse groups.
- Ability to maintain confidentiality and work with sensitive information.
- Strong communication skills to interact with the public, officials, and BPS staff.

Responsibility

Work under limited supervision, directing others within a small work unit. Monitor budget expenditures and utilize resources from other work units. Continuously impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and fine finger dexterity. The job generally requires 80% sitting, 10% walking, and 10% standing. Work performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Community college and/or vocational school degree in a job-related area.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade
SQ