



## Administrative Assistant to the Superintendent

### Purpose Statement

The Senior Administrative Assistant to the Superintendent provides complex, executive-level administrative support, acting as the primary liaison for internal and external stakeholders. This role encompasses a variety of responsibilities to streamline the Superintendent’s office, manage high-level communications, and coordinate essential projects and events. Additionally, this position includes supervisory responsibilities for scheduling and coordinating the district receptionist and registrar, ensuring efficient front-office operations. Successful candidates will exhibit sound judgment, professionalism, and confidentiality in their interactions with the Board, staff, public officials, and community members.

### Supervisory Relationship

Reports to: Superintendent

### Essential Functions

- **Administrative Coordination:** Organize and oversee the Superintendent’s daily operations, including workflow, project tracking, and scheduling to ensure efficient office performance.
- **Communication Management:** Serve as the Superintendent’s primary contact for inquiries, screening calls and prioritizing correspondence. Handle sensitive information with discretion and maintain professional communication standards with staff and external parties.
- **Schedule and Event Coordination:** Manage the Superintendent’s calendar, organize appointments, and arrange meetings, events, and travel logistics to optimize time management and address scheduling conflicts effectively.
- **Data Compilation and Reporting:** Compile, analyze, and synthesize data from various sources to prepare detailed reports, recommendations, and presentations for the Superintendent, Board, or other administrative entities.
- **Project and Budget Oversight:** Monitor and report on assigned budget categories to maintain financial accountability. Coordinate projects, manage timelines, and oversee resource allocation to support office and district objectives.
- **Document and Record Management:** Maintain organized records, including Board agendas, contracts, and confidential files, in compliance with district policies and legal requirements.
- **Meeting Support and Minutes:** Prepare meeting agendas, attend various district meetings, record official minutes, and ensure accurate documentation and distribution of meeting outcomes.
- **Research and Analysis:** Conduct research on relevant topics, such as legislative changes, educational trends, and policy updates, providing recommendations and insights to support the Superintendent’s administrative requirements.
- **Office Operations Management:** Ensure the availability of office supplies, equipment, and resources; direct office support staff as needed to complete administrative tasks effectively.
- **Public Relations and Representation:** Represent the Superintendent’s office in their absence, addressing issues requiring immediate attention and liaising with the Board, public, and government officials as necessary in collaboration with the Community Relations Director.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Proficient in office technology, including standard office software and specialized district software for project management and data processing.
- Advanced organizational, communication, and project coordination skills.
- Accurate record-keeping and data management capabilities.

### **Knowledge**

- Thorough understanding of district policies, operational guidelines, and BPS's organizational structure.
- Strong foundation in grammar, composition, and business correspondence.
- Basic accounting and budgeting principles.

### **Abilities**

- Effectively manage multiple tasks and priorities within tight deadlines.
- Work both independently and collaboratively in a fast-paced environment.
- Adapt quickly to changing needs, maintain confidentiality, and exercise sound judgment.

### **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**

Office setting with occasional work interruptions and required adherence to district policies and procedures.

### **Experience**

Four years of increasingly responsible administrative support experience, preferably in an educational setting.

### **Education**

Targeted, job-related education with coursework in business administration, office management, or a related field.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

### **FLSA Status**

Non-Exempt

### **Salary Grade**

SR