



ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
*Position Description*

**Title:** Administrative Assistant to the Superintendent  
**Location:** Central Office  
**Terms of Employment:** Full Time, 12 months  
**Effective Date:**  
**FLSA Status:** Non-Exempt

#### Purpose

*The Administrative Assistant to the Superintendent is responsible for the coordination of all functions of the Superintendent's office and acts as the recording secretary to the Board of Education.*

#### Qualifications

- Associate's degree preferred
- Minimum of 3 years of verifiable administrative experience preferred

#### Duties and Responsibilities

- Assist the Superintendent, as directed, in critical communication with Board members and maintaining positive Board relationships
- Set up for and attend Board meetings; take and prepare minutes
- Prepare all materials for the Board, including materials for regular and special meetings, work sessions, and closed hearings
- Maintain regular communication with all Board members
- Maintain the Superintendent's calendar, establishing priorities
- Receive telephone and in-person callers, maintaining a helpful, positive demeanor
- Explain and interpret policies of district to employees and the public
- Consistently maintain professionalism and have the ability to change focus based on district demands
- Performs other duties as assigned by immediate supervisor

#### Skills and Abilities

- Ability to maintain strict confidentiality
- Ability in taking and preparing minutes
- Exhibits listening, patience, caring, and empathy when relating to staff and community
- Strong organizational skills
- Effective communication and interpersonal skills

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*