TITLE: **Administrative Assistant**

QUALIFICATIONS:

Bachelors/Associates degree preferred
Knowledge of administrative office practices, procedures and equipment
Ability to utilize word processing, spreadsheet, database and/or other software as required
Knowledge of district organization, operations, policies and objectives
Organizational skills needed to effectively schedule meetings and conferences; correct English usage, grammar, spelling, punctuation and vocabulary
Research methods and report writing techniques; record-keeping techniques
Public relations techniques, interpersonal skills using tact, patience and courtesy, oral and written communication skills

REPORTS TO:

Board of Education
Unit #1 Superintendent
Director of Special Populations

JOB GOAL:

To work with the Superintendent and other staff to provide and maintain the central office services required to manage the school district efficiently and effectively. Under the direction of the Superintendent perform a variety of clerical and administrative support duties to assist the Superintendent with administrative details.

PERFORMANCE RESPONSIBILITIES:

Perform administrative assistance to the Superintendent; prepare information needed in administrative decisions and in facilitating implementation of policies and programs; research and prepare selected Board reports for the Superintendent's review.

Serve as the secretary to the Board of Education with mandatory attendance at all Board meetings.

Coordinate office workflow to assure the proper and timely completion of work; train and provide work direction to office personnel as assigned.

Maintain the Superintendent's appointment calendar; make travel arrangements for the Superintendent, Board members and Administrative staff as appropriate.

Act as secretary to the Superintendent and prepare and maintain personal correspondence, files, board policies, and records required by the Superintendent.

Type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with District rules and regulations.

Communicate information to the public regarding policies and regulations as requested.

Maintain confidentiality of privileged and sensitive information related to negotiations and other District actions.

Prepare and maintain a variety of administrative records and files including materials of a confidential nature and personnel files; maintain control files concerning matters in progress and expedite completion.

Attends meetings as assigned by the superintendent.

Receives and routes incoming phone calls and communications related to special populations as well as preparing correspondences with parents and staff related to IEP/504 process.

Maintains all records (hard copy & electronic) of students with special needs.

Assists the Transportation Department as needed to assist in route information for students with special needs.

Other necessary and reasonable tasks as assigned by the Superintendent of Schools, Board of Education or the Director of Special Populations.

TERMS OF EMPLOYMENT: Twelve-month contract with terms and conditions to be determined annually by the Board of Education upon recommendation of the Superintendent. Other benefits and work conditions are as per established Board of Education policies.

Exempt from the overtime requirements of the Fair Labor Standards Act

EVALUATION: Performance will be evaluated by the Superintendent and School Board President in accordance with the Board policy on evaluation of noncertified employees.

Approved: August 2019