ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO CHIEF ACADEMIC OFFICER

POSITION: **Administrative Assistant to Chief Academic Officer**

REPORTS TO: **Chief Academic Officer**

LOCATION: **Board of Education Offices**

NATURE OF WORK:
The Administrative Assistant to the Chief Academic Officer (CAO) provides high-level administrative and organizational support to ensure the efficient operation of the academic office. This role involves managing schedules, coordinating meetings and communications, preparing reports and presentations, and handling confidential information with discretion. The assistant serves as a liaison between the CAO and internal departments, faculty, staff, and external stakeholders, supporting strategic academic initiatives and maintaining smooth day-to-day operations. Strong attention to detail, excellent communication skills, and the ability to manage multiple priorities in a fast-paced environment are essential.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality in all professional matters
- Ability to use technology effectively to complete a wide range of administrative tasks
- Ability to report to work consistently and punctually
- Ability to organize, supervise, coordinate, and prioritize tasks to meet deadlines
- Ability to work independently without detailed instructions and follow complex oral and written directions
- Ability to communicate courteously and tactfully with staff, students, parents, and the public in a timely and professional manner
- Ability to adjust working hours as needed to support departmental needs
- Possess excellent time management skills, initiative, and decision-making ability in a fast-paced, dynamic environment
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess thorough working knowledge of office equipment and technology, including intermediate proficiency in Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:
- Provides comprehensive administrative support to the Chief Academic Officer (CAO)
- Composes and prepares professional correspondence on behalf of the CAO
- Proofreads all departmental written materials for accuracy and clarity
- Maintains organized file storage systems in both hard copy and electronic formats
- Prepares and distributes agendas, schedules, and meeting materials for departmental initiatives, including monthly Administrative and Supervision (A&S) meetings and various professional development events
- Enters Board Agenda items into BoardDocs for the entire Department of Curriculum and Instruction (DCI)
- Enters all requisitions for the CAO and for purchases made using grant funds
- Maintains accurate balances for all DCI general fund and grant accounts
- Revises, publishes, and updates the annual Program of Studies in both printable and digital formats (Google Site)

- Updates and revises the DCI website to ensure current and accurate information
- Prepares and routes Early Graduation correspondence for required signatures
- Prepares, proofs, and cross-references Dual Enrollment databases prior to processing College of Southern Maryland (CSM) invoices each fall and spring
- Maintains Advanced Placement (AP) and SAT funding records for each high school and pays SAT invoices annually
- Submits timesheets to payroll for various “beyond the duty day” activities such as tutoring and collaborative planning
- Enters all work orders for the DCI department
- Maintains records and submits documentation for the DCI credit card
- Coordinates travel arrangements, including hotel and airfare, for out-of-county conferences for the CAO and DCI supervisors
- Provides training and support to Secretary II positions within DCI
- Books and maintains reservations for the Purple Conference Room
- Books and manages reservations for system vehicles (cars/van) for all DCI-related travel

QUALIFICATIONS:
Required:
- High school Degree or General Educational Development (GED) certificate
- Possess a minimum of five (5) years of experience as an administrative secretary or an equivalent combination of training and experience that demonstrates the required knowledge, skills, and abilities
- Achieves a passing score on a proficiency examination administered by St. Mary’s County Public Schools (SMCPS); applicants must establish proficiency prior to accepting employment

Preferred:
- Completes business school coursework or formal secretarial training programs

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 27.

BARGAINING UNIT: EASMC-ESP

Updated 7.2024, 6.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO CHIEF ACADEMIC OFFICER

POSITION: **Administrative Assistant to Chief Academic Officer**

REPORTS TO: **Chief Academic Officer**

LOCATION: **Board of Education Offices**

NATURE OF WORK:
The Administrative Assistant to the Chief Academic Officer (CAO) provides high-level administrative and organizational support to ensure the efficient operation of the academic office. This role involves managing schedules, coordinating meetings and communications, preparing reports and presentations, and handling confidential information with discretion. The assistant serves as a liaison between the CAO and internal departments, faculty, staff, and external stakeholders, supporting strategic academic initiatives and maintaining smooth day-to-day operations. Strong attention to detail, excellent communication skills, and the ability to manage multiple priorities in a fast-paced environment are essential.

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- Ability to understand and maintain confidentiality in all professional matters
- Ability to use technology effectively to complete a wide range of administrative tasks
- Ability to report to work consistently and punctually
- Ability to organize, supervise, coordinate, and prioritize tasks to meet deadlines
- Ability to work independently without detailed instructions and follow complex oral and written directions
- Ability to communicate courteously and tactfully with staff, students, parents, and the public in a timely and professional manner
- Ability to adjust working hours as needed to support departmental needs
- Possess excellent time management skills, initiative, and decision-making ability in a fast-paced, dynamic environment
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess thorough working knowledge of office equipment and technology, including intermediate proficiency in Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:
- Provides comprehensive administrative support to the Chief Academic Officer (CAO)
- Composes and prepares professional correspondence on behalf of the CAO
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- Enters all work orders for the DCI department
- Maintains records and submits documentation for the DCI credit card
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QUALIFICATIONS:
Required:
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- Possess a minimum of five (5) years of experience as an administrative secretary or an equivalent combination of training and experience that demonstrates the required knowledge, skills, and abilities
- Achieves a passing score on a proficiency examination administered by St. Mary’s County Public Schools (SMCPS); applicants must establish proficiency prior to accepting employment

Preferred:
- Completes business school coursework or formal secretarial training programs

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 27.

BARGAINING UNIT: EASMC-ESP

Updated 7.2024, 6.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE CHIEF OPERATING OFFICER

POSITION: **Administrative Assistant to the Chief Operating Officer**

REPORTS TO: **Chief Operating Officer**

LOCATION: **Division of Supporting Services**

NATURE OF WORK:
This is a highly skilled position, which performs work of a highly confidential nature and in a high-pressure environment in support of the Chief Operating Officer. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding various aspects of the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues. Incumbent ensures that administrative activities are conducted in accordance with established policies and procedures.

ESSENTIAL FUNCTIONS:
- Ability to communicate courteously and tactfully with administrative staff; clerical staff; School Board members; students; parents; teachers; staff from county, state, and federal offices; legislators; and the general public in a timely manner to ensure that requests are addressed, and problems are resolved in an efficient and effective manner
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Chief Operating Officer's office
- Ability to make decisions in accordance with laws, ordinances, policies, regulations, and established procedures
- Possesses analytical, problem solving, critical thinking, and decision-making skills
- Possess knowledge of an extensive body of rules, procedures and policies, which govern the school construction program, maintenance, operations, food service, and transportation, bus driver contracts, and rules and regulations governing the bus drivers
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses
- Works independently utilizing the objectives and guidelines established by the school system, state and local regulations, and Chief Operating Officer
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

DUTIES AND RESPONSIBILITIES:
- Assists the Chief Operating Officer with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staffs to resolve questions and concerns
- Receives and independently screens all written and telephone communications to the Chief Operating Officer, routes requests and inquiries to appropriate destination for a timely response

- Assists the Chief Operating Officer with organizing and delivering training provided to the various members of the Division of Supporting Services, which can include organizing in-services and obtaining speakers and desired training
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled
- Keeps the Chief Operating Officer advised of any concerns or emergencies reported to the office
- Schedules appointments and maintains the calendar for the Chief Operating Officer
- Composes letters, memoranda, instructions, or other such transmittals for the Chief Operating Officer. Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Chief Operating Officer
- Provides guidance and assistance, as necessary, to the secretaries and clerks within the Division of Supporting Services, keeping them informed of procedural changes within the system and the office
- Handles requests for obtaining information concerning the school system, to include Public Information Act requests
- Maintains a filing system representative of the Chief Operating Officer's office
- Enters agenda items into Board docs for the division
- Serves as backup to the Fiscal Records Specialist regarding Use of Facilities requests
- Prioritizes and manages the constantly changing workflow of the Chief Operating Officer's office
- Ensures that the office of the Superintendent of Schools and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS
- Receives and reviews daily reports for use of facilities events to ensure appropriate notifications are submitted for event and staff support
- Updates annual calendar, active users, workflows, resets passwords and credentials, and ability to run reports in School Dude
- Reviews and processes use of facilities fee waiver requests in accordance with policies and regulations
- Develops and maintains knowledge of an extensive body of rules, procedures, and policies, which govern the school construction program, maintenance, operations, food service, transportation, and bus driver contracts, and rules and regulations governing the bus drivers;
- Develops and maintains knowledge of emergency response protocol for school system emergencies
- Plans, schedules, and coordinates regular office staff meetings to provide training, including new office secretary orientation and support
- Communicates the status of various division initiatives, and inter-departmental collaboration to support consistent and effective problem-solving
- Maintains calendars for the building's training room and conference room, supports external requests for use of the room, and ensures requested equipment is available
- Coordinates payment of the monthly fuel bills for various departments, including completion of fuel bill calculations, diesel tax adjustments, and surcharge allocations for each department
- Provides guidance and assistance, as necessary, to the secretaries and clerks within the Division of Supporting Services, keeping them informed of procedural changes within the system and the office
- Serves as backup/support to division departments when a vacant secretary position exists or when regular staff are out of the office for extended periods of time

- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff, or briefs the Chief Operating Officer for their response
- Serves as the backup to enter agenda items into Board docs for the division
- Handles correspondence through composition of confidential letters, Board of Education Communication Updates, emails, instructions or other such transmittals for the Chief Operating Officer
- Manages the website as a Webmaster for the division
- Supports the Asset Essentials Work Order system entries for the division
- Maintains the Standard Operating Procedures Manual and the Standard Operating Manual Google site for the Division
- Provides support for negotiations
- Maintains bookkeeping system for various budget accounts
- Reconciles leave for the division leadership team
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:
Required:
- High School Diploma or GED
- Four (4) years of experience as a secretary
- Thorough working knowledge of office equipment, and technology , including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position Preferred: ▪ Business school or training in secretarial work

Preferred:
- Business school or training in secretarial work
- Experience as a school-based secretary is preferred

TERM OF EMPLOYMENT:
Full-time twelve-month position

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 27.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 10/17/24, 5.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF STAFF

POSITION: **Administrative Assistant to the Chief of Staff**

REPORTS TO: **Chief of Staff**

LOCATION: **Board of Education Offices – Human Resources Department**

NATURE OF WORK:
The Administrative Assistant to the Chief of Staff performs a wide range of complex administrative and clerical duties to support the efficient operation of the Chief of Staff's office. This position requires a high degree of confidentiality, attention to detail, and organizational skill. The role involves managing communications, coordinating schedules and meetings, maintaining records, supporting departmental functions such as human resources and budgeting, and ensuring compliance with internal procedures and external regulations. The Administrative Assistant serves as a key liaison between the Chief of Staff and internal and external stakeholders, contributing to the smooth execution of executive-level responsibilities.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to provide high-level administrative support with professionalism and discretion
- Ability to compose, edit, and proofread written communications with accuracy and clarity
- Ability to maintain confidentiality and handle sensitive information with integrity
- Ability to coordinate travel, meetings, and event logistics efficiently
- Ability to use office software, web platforms, and communication tools proficiently (e.g., Microsoft Office, Board Docs, School Messenger)
- Ability to process payroll, purchase requisitions, and invoices accurately
- Ability to support compliance tracking and training documentation
- Knowledge of administrative procedures, office management practices, and recordkeeping systems
- Knowledge of budget tracking and basic bookkeeping principles
- Knowledge of human resources processes related to job postings and employee onboarding
- Possess a customer service mindset and a collaborative work ethic

DUTIES AND RESPONSIBILITIES:

- Provides direct administrative support to the Chief of Staff, including managing schedules, correspondence, and communications
- Composes, edits, and proofreads confidential letters, emails, instructions, and other communications on behalf of the Chief of Staff
- Ensures all written materials are accurate, consistent, and adhere to proper English usage
- Updates the organization's website with current job postings in coordination with Human Resources
- Distributes job opportunity announcements via School Messenger to internal and external stakeholders
- Maintains and updates the Exposure Control Plan in compliance with regulatory requirements
- Provides administrative support during labor negotiations, including document preparation and logistics
- Maintains a bookkeeping system for various departmental budget accounts
- Enters purchase requisitions and process departmental invoices in a timely manner
- Processes Temp/Hourly employee timesheet submissions as required
- Coordinates travel arrangements, appointments, and conference logistics, including room reservations, transportation, and preparation of meeting materials
- Monitors and ensures staff compliance with mandatory Vector training requirements
- Maintains sensitive and confidential records; prepares reports and summaries from such records as needed
- Enters Board Agenda items, recognitions, and other relevant content into Board Docs
- Answers and manages incoming phone calls, addresses inquiries directly, refers to appropriate staff, or briefs the Chief of Staff for response
- Performs other related duties as required

QUALIFICATIONS:

Required:

- High school Degree (or GED)
- Five (5) years of experience as an administrative secretary or any combination of experience and training that provides equal knowledge, abilities, and skills
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)

Preferred:

- Associate's degree or higher in business administration, office management, or a related field
- Experience supporting executive-level leadership
- Familiarity with school system operations or public sector administration
- Experience with platforms such as Board Docs, School Messenger, and Vector Solutions

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 27

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated July 2024, 6.2025