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

ADMINISTRATIVE ASSISTANT to the DEPUTY SUPERINTENDENT

POSITION: Coordinating Administrative Assistant - Deputy Superintendent of Schools

REPORTS TO: Deputy Superintendent of Schools

LOCATION: Office of the Superintendent

NATURE OF WORK:
Performs work of a highly confidential nature in a high-pressure environment providing direct support to the Deputy Superintendent of Schools for St. Mary's County Public Schools (SMCPS). Employs strong interpersonal and effective public relations skills, tact, confidentiality, 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 communication, and federal and state required documentation. Requires a high level of discretion, judgment, independence, and the ability to maintain absolute security regarding confidential issues. Ensures that administrative activities are conducted in accordance with established policies and procedures.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- 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 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 project a positive image to the public
- 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 project a positive image to various stakeholders
- Possess knowledge of the programs, policies, and procedures of SMCPS

DUTIES AND RESPONSIBILITIES:

- Coordinates training with other administrative support professionals throughout SMCPS
- Provides support for negotiations by taking confidential notes during negotiations sessions and meetings regarding the Board's posture in negotiations
- Assists the Deputy Superintendent of Schools with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staff to resolve

questions and concerns
- Assists the Deputy Superintendent of Schools with all functions of the position such as budget, correspondence, purchasing, contracts, work orders, and Board of Education communication, including system leadership, parents, students, and the community
- Ensures that the appropriate SMCPS staff members are aware of emergency situations that impact the overall operations of the schools and school system
- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the Deputy Superintendent
- Manages the workflow of the office on a daily basis
- Receives and independently screens all written and telephone communications to the Deputy Superintendent, routes requests and inquiries to the appropriate destination for a timely response
- Assists with organizing and delivering training provided to various departments and divisions, which can include organizing professional development 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 Deputy Superintendent of Schools advised of any concerns or emergencies reported to the office
- Schedules appointments and maintains the calendar for the Deputy Superintendent of Schools
- Composes letters, emails, instructions, or other such transmittals for the Deputy Superintendent of Schools.
- Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion
- Develops and maintains knowledge of the negotiated agreements with the school system
- Develops and maintains knowledge of an extensive body of rules, procedures, and policies which govern the school system
- Develops and maintains knowledge of emergency response protocol for school system emergencies
- Demonstrates a thorough working knowledge of office equipment, and technology , including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- Proofreads all written materials for accuracy, consistency, and correct English usage
- Develops deadlines to ensure that work is completed on time
- Greets visitors and escorts, as necessary
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Deputy Superintendent of Schools
- Provides guidance and assistance, as necessary, to educational support professionals within the Division of Instruction, keeping them informed of procedural changes within the system and the office
- Makes arrangements for travel, appointments, and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences
- Maintains sensitive and confidential records and prepares reports from such records
- Maintains a filing system representative of the Deputy Superintendent of School’s office
- Maintains a tracking record of all communications via telephone and mail log
- Enters agenda items into Board docs for the division
- Coordinates with other support professionals to complete assigned tasks
- Maintains bookkeeping systems for various budget accounts

- Serves as backup/support to various departments and divisions when a vacant support professional position exists or when regular staff are out of the office for extended periods of time
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:
Required:
- High School Diploma or GED
- Five (5) years of experience as an administrative secretary
- 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
- Experience as a school-based secretary

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 31

BARGAINING UNIT ELIGIBILITY: EASMC-ESP
(*This position may be considered confidential when involved in direct negotiations with employee associations.)

New 06.2025

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

COORDINATING ADMINISTRATIVE ASSISTANT - DEPUTY SUPERINTENDENT OF FISCAL AND SUPPORTING SERVICES

POSITION: **Coordinating Administrative Assistant - Deputy Superintendent of Fiscal and Supporting Services**

REPORTS TO: **Deputy Superintendent of Fiscal and Supporting Services**

LOCATION: **Division of Supporting Services**

NATURE OF WORK:

Performs work of a highly confidential nature and in a high-pressure environment providing direct support to the Deputy. 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 transacted by the Deputy Superintendent. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

Ensures that administrative activities are conducted in accordance with established policies and procedures.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- 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 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 project a positive image to the public
- 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 project a positive image to various stakeholders
- Possess knowledge of the programs, policies, and procedures of SMCPS
- Possess thorough knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Assists the Deputy Superintendent with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staff to resolve questions and concerns

- Ensures that the office of the Superintendent of Fiscal and Supporting Services and appropriate staff are aware of emergency situations that affect students, staff and property of St. Mary's County Public Schools (SMCPS)
- Provides direct administrative support to the Deputy Superintendent
- Manages the workflow of the office daily
- Develops and maintains knowledge of the negotiated agreements with the school system
- Receives and independently screens all written and telephone communications, and routes requests and inquiries to the appropriate destination for a timely response
- Assists with organizing and delivering training provided to the various members of the Division- which can include organizing in-service and obtaining speakers and desired training
- Communicates the status of various division initiatives and inter-departmental collaboration to support consistent and effective problem-solving
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled, takes minutes of meetings and conferences
- Coordinates a complex group of calendars for various school system Departments, Schools, Deputy Superintendent and Division staff, to schedule meetings meeting locations, and ensure timelines are met
- Composes letters, transcribes correspondence, memoranda, instructions, or other such transmittals for the Deputy Superintendent
- Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion
- Works independently to develop deadlines to ensure that work is completed on time
- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff, or briefs the Deputy Superintendent for their response
- Maintains a filing system representative of the Deputy Superintendent's office
- Enters agenda items into Board docs for the division
- Assembles materials in preparation for board meetings and coordination of communication to the Board for the Deputy Superintendent, and other school system departments
- Handles correspondence through composition of confidential letters, Board of Education Communication Updates, emails, instructions or other such transmittals for the Deputy Superintendent
- Provides support for negotiations
- Maintains bookkeeping system for various budget accounts
- Reconciles leave for the division leadership team
- Collects and assembles budgetary and personnel data and report
- Processes, tracks, and expedites school system grant requests to meet required deadlines
- Coordinates request for information concerning the school system, to include Public Information Act requests
- Arranges travel for the Deputy Superintendent, including hotel reservations, conference registration, mileage and meal reimbursements, process related credit card transactions, DocuSign entries, purchase order entries, and invoices
- Manages subscriptions and membership renewals for the Deputy Superintendent
- Monitors and processes expense, invoices, and credit card charges for the Deputy Superintendent, while ensuring compliance with all established Board policies, regulations, and processes pertaining to internal fiscal control

- Prepares and distributes agendas, schedules, and organizes all official meetings of the Deputy Superintendent and other members of the division, and other departments
- Ensures requisitions and invoices are processed in a timely manner as they relate to credit charges
- Manages and maintains users for the DocuSign system as it relates to the credit card reconciliation process
- Assists in the coordination of the SMCPS credit card system and reconciliation process, including, researching and substantiating credit card transactions, monitors credit card purchase order status and balances, review outstanding credits, subscription renewals, and sales tax expenditures, compiles and coordinates all DocuSign transactions as they relate to credit card submissions, compiles excel spreadsheets for accounts payable processing, compiles and scans necessary records for audit documentation, updates user profiles and cardholder information, activates system credit cards, and monitors system for fraud or sales tax charges
- Organizes training sessions for the Division and provides training to new hires as it relates to the DocuSign credit card submission process
- Prepares agenda request and submission documents to Commissioners of St. Mary's County for Deputy Superintendent and SMCPS Departments, in compliance with county protocol
- Monitors the Commissioner's meeting schedule, provides attendees with presentation materials and coordinates SMCPS presenter's attendance
- Assists with the production of the school district budget documents
- Coordinates confidential documents for employment contract negotiations and minutes of staff meetings
- 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
- Assists in coordinating the work of others
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Bachelor's degree OR four (4) years of experience as an administrative secretary
- 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
- Experience as a school-based secretary

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 31

BARGAINING UNIT ELIGIBILITY: EASMC-ESP
(*This position may be considered confidential when involved in direct negotiations with employee associations.)

Updated 09.2024, 6.2025