

- Prepare reports, correspondence, and meeting materials as directed
- Maintain accurate filing systems and retrieve information as needed
- Coordinate logistics for meetings, including scheduling, communication, and document preparation
- Monitor office supply inventory, order materials, and ensure availability of necessary resources
- Process purchase orders, procurement card transactions, and travel reimbursements
- Utilize technology tools effectively to complete tasks and manage records
- Maintain professional communication with district staff, school personnel, and the public
- Support office operations and assume responsibility for reports and administrative duties
- Exercise sound judgement in routine decision-making aligned with policies and procedures
- Handle confidential information with discretion and adhere to all district and department protocols
- Perform other duties and responsibilities as assigned by the Assistant Superintendent

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.

