Administrative Assistant to the Superintendent of Schools
JOB DESCRIPTION

JOB INFORMATION

TITLE: Administrative Assistant to the Superintendent of Schools

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 501
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On:	12/14/2020	Board Approval Date: 02/02/2021

ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Superintendent of Schools

JOB SUMMARY & QUALIFICATIONS

SUMMARY
The Administrative Assistant to the Superintendent of Schools provides direct support to the Superintendent of Schools and the Board of School Directors.

QUALIFICATIONS
The Administrative Assistant to the Superintendent of Schools shall:

a. Possess a high school diploma;
b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Manage human resources processes for all professional employees
b. Prepare and update professional personnel reports
c. Process communications for the Superintendent
d. Manage the Superintendent's calendar
e. Prepare agendas, reports and communication for the Board of School Directors

CORE RESPONSIBILITIES

***The** Administrative Assistant to the Superintendent of Schools **has the f**ollowing core responsibilities:*

a. General Office
    1. Compose, type, distribute, file memos, forms, and correspondence.

b. Personnel
    1. Maintain and coordinate the maintenance of all personnel files in an up-to-date manner to include: applications, correspondence, contracts, certificates and evaluations;
    2. Process and record all Level II applications for certification and correspondence as needed;
    3. Assist with the process of emergency certification applications within state mandated timelines;
    4. Process all semi-annual and annual professional employee rating forms;
    5. Prepare and process annual reasonable assurance letters;
    6. Process and record all requests for professional staff credit pay for college graduate courses;
    7. Input, review and update CSIU and TIMS database for personnel including certificates, assignments, start dates, end dates, demographic information, etc.;
    8. Issue PA secure ID to staff;
    9. Be familiar with all operating policies, rules, regulations, and procedures in order to assist the Superintendent in his/her executive functions of informing, enforcing, and interpreting policies to the employees;
    10. Assist with the coordination of Entrance/Exit processing of employees through the use of standardized process;
    11. Coordinate all student teacher placements with local colleges and universities;
    12. Monitor and coordinate the commissioning of the Superintendent and the Assistant Superintendent; and
    13. Manage and process all extracurricular contracts.

c. Reports and Bulletins
    1. Monitor changes in professional employee status, teaching assignment, certification, education, building assignment etc.;
    2. Update EDNA with any changes on the Pennsylvania Department of Education's website in June of each school year;
    3. Manage yearly Ethics Statements;
    4. Assist the Superintendent with any reports and related business of the Big Spring School District.

d. Communications

Administrative Assistant to the Superintendent of Schools

1. Process all telephone calls and receive visitors for the Superintendent in a tactful and knowledgeable manner;
2. Screen calls based on availability and subject priority; and
3. Assist with sorting and distributing mail when needed.
4. Serve as the minute/notetaker on all committees as assigned by the Superintendent.

e. Board of School Directors
   1. Manage and process all agenda material and financial reports and prepare and distribute all agenda materials for the Board of School Directors.
   2. Coordinate seminar/conference arrangements for Board of School Directors.
   3. Maintain all current board policy online for easy access by board members and administration.
   4. Serve as the secretary to the board, recording meeting minutes, at the scheduled Board of School Directors meetings.

GENERAL RESPONSIBILITIES

The Administrative Assistant to the Superintendent of Schools shall

a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
b. Perform all other duties as directed by District Administration; and
c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHSYICAL DEMANDS

a. Frequent travel to school district buildings;
b. Frequent walking throughout various areas;
c. Often sitting at a desk for extended periods;
d. Standing for limited periods of time;
e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
f. Moderate moving from 15 to 50 pounds;
g. Some carrying – up to 50 pounds;
h. Manual dexterity to use office equipment; and
i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen;
b. Auditory acuity to be able to use telephones; and
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations;
b. Must be courteous and able to deal effectively with people;
c. Must be able to work as a member of a team;
d. Must be able to cooperative, congenial and service-oriented; and
e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others;
b. Ability to complete tasks with minimal supervision;
c. Ability to read, write and do complex computations;
d. Ability to use correct grammar, sentence structure and spelling;
e. Ability to organize setting to efficiently accomplish tasks;
f. Ability to work independently and make work-related decisions;
g. Ability to exercise good judgment in prioritizing tasks; and
h. Ability to communicate effectively.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.