



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

<b>POSITION</b>	Administrative Assistant
<b>DEPARTMENT</b>	Department of Administration
<b>LOCATION</b>	Administration
<b>REPORTS TO</b>	Superintendent/President of the Board of Education
<b>ANNUAL WORK SUMMARY</b>	12 months per year, 245 days per year, 7 hours per day.
<b>WAGE/PAY RATE</b>	Scale 29: \$38.80/hr - \$50.40/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	To act as a confidential administrative assistant on the executive team, to include managing the Superintendent's and Board of Education members' calendars, schedules and correspondence; preparing press releases and communications as directed; interfacing with the public on a variety of issues and in a variety of ways; interfacing with department directors and executive team members; and managing the details and documents of Board of Education meetings.

### **EDUCATION, CERTIFICATION AND EXPERIENCE**

1. Minimum of a high school diploma or equivalent required, a college degree is preferred.
2. Must have or be able to quickly acquire knowledge of the school system structure (mission, goals and objectives), policies and procedures.
3. Must have experience demonstrating the ability to deal with diverse situations and diversity of people.
4. Must have office management experience.
5. Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Desktop publishing considered a plus.
6. Must type a minimum of 60 words per minute with accuracy in a setting with many interruptions and transcribe from dictation equipment, handwritten drafts or verbal dictation. Shorthand skills considered a plus.
7. Must take and pass the clerical test given by the Calvert County Public Schools.
8. Must be able to learn quickly to use the software programs of the department.
9. Must have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.

### **SPECIAL REQUIREMENTS**

None

## **KNOWLEDGE, ABILITIES AND SKILLS**

1. Ability to maintain strict confidentiality in regard to work performed.
2. Ability to handle multiple interruptions and adjustments to priorities throughout the day.
3. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
4. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
5. Ability to speak effectively in public and to compose concisely and clearly.
6. Ability to work within a team setting with multiple contributors on projects.
7. Ability to multi-task projects, people and events to get the job done.
8. Willingness to learn new things and eagerness to acquire new skills.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Assist in building agendas for meetings, organize supporting documents for said meetings, and take minutes at said meetings.
2. Create, format, produce and edit correspondence and other written materials for internal use of the school system.
3. Design a number of specific public documents including the annual report of the school system, the system's school calendar, brochures and flyers on programs, and specific reports at the request of the Board members and the Superintendent.
4. Initiate correspondence on a variety of matters requiring an in-depth understanding of educational programs, as well as school system policies and procedures.
5. Operate office equipment including copiers, facsimile machines, computers and scanners; input and retrieve data and text; organize and maintain document filing.
6. Respond to public inquires on the telephone and in person with visitors to the executive office. Provide information and assistance to the public in a courteous manner and with sensitivity to the diversity of a multicultural audience. Resolve complaints with the scope of information and authority and refer to others, as appropriate.
7. Possess an understanding of the public school employer's posture in the collective negotiation process (confidential employee).

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

1. Research and coordinate various activities and details associated with meetings, retreats and business trips.
2. Act as a resource to other staff concerning format, procedures, and standard practices in relation to the Board of Education.
3. May perform portions of the work of higher classified positions, as assigned.
4. May perform portions of the work of lower classified positions, as assigned.
5. May coordinate with citizen advisory groups or other organizations.
6. Performs related work as required or assigned by the Superintendent or President of the Board of Education.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

1. Ability to sit at a workstation or in Board meetings for extended periods.
2. Ability to stand, work and drive throughout the day.
3. Occasional ability to lift, carry and move parcels weighing up to 25 pounds.

## **UNUSUAL DEMANDS**

None

## **EVALUATION**

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

## **House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

## **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.