Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Administrative Assistant – Assistant Superintendent's Office**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS68H**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**506G6**

SUMMARY: Responsible for performing executive administrative, organizational, confidential, and high-level clerical functions in support of an Assistant Superintendent. Serve as a resource, advise, and council leadership. Coordinate Assistant Superintendent's calendar and meetings. Research, compile, and prepare reports, correspondence, presentations, and databases. Independently manage sensitive communication issues and solve problems related to policy or procedure issues for principals, office managers, district staff, the community, and the media.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage, maintain, and implement information regarding School of Choice and school transfer data. Work with vendors to prepare School of Choice application, process annual lottery, and troubleshoot errors. Train and support School Office Managers/Registrars and answer questions from parents and staff about these programs. Manage seat offers and seat expirations weekly. Process school transfer requests and communicate Assistant Superintendent's final decision to schools and to parents.	D	25%
2. Serve as primary contact for Assistant Superintendent's office. Handle a large volume of calls and emails, answer questions, problem solve and provide information to parents, community members and staff regarding district programs and policies, kindergarten, school enrollment and registration. Track notifications and maintain data for annual October count processes. Act as a liaison between district leadership, staff, and community members. Manage confidential information regarding parents, students, and staff.	D	12%
3. Prepare and organize for review human resources, finance and payroll documents including employee reports, job requisitions, and compensation/staffing plans. Reconcile budgets, travel per diems, and purchasing cards. Also manage graduation waivers and multiple systems to compile data and reports.	D	12%
4. Manage, maintain, and implement student outreach programs, including expulsions and suspensions, homeschooling, alternative education placements, and foreign exchange programs. Coordinate foreign and homeschool transcript translation services. Process documents with legal timelines, scheduling legal hearings, collaborate with district departments & directors. Collect and organize data for homeschooling, answer questions from staff and parents, and report required data.	D	10%
5. Maintain Assistant Superintendent's calendar, schedule meetings and appointments. Support Assistant Superintendent by assisting with tasks and projects. Arrange for travel and registrations. Serve as back up for department support personnel in support of the other Assistant Superintendents.	D	6%
6. Schedule district level meetings, including scheduling sites/venues, inviting and tracking participants, assembling meeting documents, setting up and cleaning up meeting rooms, arranging for food orders and set up for large groups, and composing meeting notes.	D	6%

7. Provide direction, instruction and guidance regarding policies, School of Choice, registration, and enrollment and other general topics to Office Managers, Registrars and Principals.	D	3%
8. Attend work and arrive in a timely manner.	D	1%
9. Prepare annual Student Rights & Code of Conduct and answer clarifying questions throughout the school year. Collaborate with General Counsel, communications, and IT departments through these and other processes. Work with schools regarding compliance from parents/students reviewing the Student Rights & Code of Conduct booklet.	M	5%
10. Support onboarding processes for new Principals, Administrative Assistants, and Registrars. Provide training, resources, guidance, and support.	A	9%
11. Support Assistant Superintendent with Principal evaluation process by preparing evaluation forms and scheduling evaluation conferences.	A	4%
12. Arrange, coordinate, and plan graduation ceremonies. Hire and organize outside vendors, update contracts, and schedule ceremonies. Collaborate with district staff and departments in organizing ceremonies and ceremony attendance by district leadership.	A	3%
13. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in office management experience or related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred, but not required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	