JOB DESCRIPTION

JOB INFORMATION

TITLE: Administrative Assistant to the Assistant Superintendent

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 512
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:	Non-Exempt	
Last Edited On:	Spring 2012	Board Approval Date: 08/03/2026

ORGANIZATION

DEPARTMENT: Administration REPORTS TO: Assistant Superintendent

JOB SUMMARY

SUMMARY:
The Administrative Assistant to the Assistant Superintendent provides direct support to the Assistant Superintendent and assures the prompt and accurate handling of all matters relating to the daily operations of the office of the Assistant Superintendent whose scope of responsibilities include personnel, administration, supervision/evaluation, state assessment, compliance, and student registration and attendance.

QUALIFICATIONS:
The Administrative Assistant to the Assistant Superintendent shall:

a. Have two to three (2-3) years as an administrative assistant in public education or the private sectors and have a High School, post-secondary certificate or equivalent degree;
b. Have the ability to perform a variety of highly interpreted and complex tasks; to communicate effectively; and to make independent decisions and accurately interpret policies and regulations;
c. Have strong organizational skills; and knowledge of office programs, policies, and operations; and
d. Ability to interact effectively and courteously with associates and the general public.

SCOPE OF RESPONSIBILTIES:
The Administrative Assistant to the Assistant Superintendent will provide administrative support to the Assistant Superintendent in the following areas:

a. General Office
b. Personnel
c. Administration
d. Supervision/Evaluation
e. State Assessment
f. Compliance

g. Student Registration and Attendance
h. Pennsylvania Information Management System (PIMS)

ESSENTIAL FUNCTIONS

a. Provide administrative support to the Assistant Superintendent.
b. Processes incoming/outgoing telephone calls and/or correspondence as requested.
c. Assists with coordination and maintain records for PVAAS roster verification, Career and Technical Education (CTE) program, federal programs, Act 48, Behavioral Threat Assessment, Title IX, NOCTI, and supervision/evaluation.
d. Assist with preparation of the Educator Induction Plan and track completion requirements for mentees and mentors. Prepare payroll pay order requests and induction certificates upon completion of the program for participants.
e. Maintain/update employee information in PAETEP for new hires/exiting employees.
f. Assist with preparing, collecting, and maintaining documentation for federal program files.
g. Assists in preparing meetings including materials, refreshment/meals, evaluation forms, etc.
h. Assists with the preparation and tracking documentation for the district's Comprehensive Plan.
i. Assist with year-to-year budget preparations, renewal of program licenses, inputting purchase orders, reconciling expenditures against CSIU monthly, and request budget transfers where necessary.
j. Processes information for Federal, State and any additional grants as required by the federal/state government as directed.
k. Cross train for Human Resources, PIMS, Student Registration and Attendance.
l. Compile agenda topics for Committee of the Whole meetings.
m. State Testing Materials: Maintain yearly documentation binders for NOCTI exam.
n. Assist in the preparation of special projects or requests for information as directed by the Assistant Superintendent.
o. Arrange and schedule meetings for Assistant Superintendent.
p. Manage Assistant Superintendent's calendar and track mileage.
q. Greet and direct students, staff, parents, and other members of the public who request a meeting with the Assistant Superintendent.
r. Cover for and assist with duties assigned to other district office support staff when there are absences or upon request.
s. Process confidential district information.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Assistant Superintendent.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings.

ATTENDANCE

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

PHYSICAL 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 extended periods of time.
e. Moderate moving from 15 to 50 pounds.

f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. 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.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

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.