

**Administrative Assistant to the Superintendent**

**Primary Function**

To assist in the smooth operation of the Superintendent's Office.

**Organizational Relationships**

Reports directly to the Superintendent.

**Qualifications**

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public and communications.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, spreadsheets and Keynote/PowerPoint.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle all district information with confidentiality.

**Performance Responsibilities**

1. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form; independently answers routine correspondence.
2. Maintains files with confidentiality. Processes correspondence as instructed.
3. Maintains multiple calendars, schedules appointments and events, and compiles various reports (enrollment, salary, goals, evaluations, contracts, mileage and expenses).
4. Arranges travel flights, housing accommodations, and other such arrangements for conferences.
5. Acts as District notary public.
6. Posts various items on District website: Community events, calendars, Board of Education (BOE) packets, district policies and minutes from BOE meetings.
7. Compiles operational statistics and gathers such other data as the Superintendent may require; prepares assigned state reports.
8. Records and maintains all BOE minutes and District policies. Attends all Board of Education meetings; attends other meetings as assigned by the Superintendent.
9. Processes financial aid requests.
10. Orders and maintains supplies, as needed.

11. Performs such other duties and assumes such other responsibilities as may be designated by the Superintendent.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.