

Job Description

Title: Superintendent's & Board Administrative Assistant

Qualifications:

1. A high degree of proficiency in typing/dictation skills, to include computer literacy.
2. Working knowledge of basic office procedures and operations of common office equipment and machines.
3. Previous secretarial experience preferred.
4. High school diploma and/or secretarial training.
5. Any other alternatives to the above qualifications the Board may find appropriate and acceptable.

Reports To: Superintendent

Terms of Employment: A variable length contract with salary and fringe benefits established by the Board.

Job Goal: To assure the smooth and efficient operation of the central administrative office so the office's maximum positive impact on the efficient operation of the district can be realized.

Performance Responsibilities:

1. Demonstrates effective interpersonal relationship skills
 - a. Adapts to and supports organizational responsibilities
 - b. Deals fairly and consistently with public
 - c. Uses extreme discretion in handling confidential situations
 - d. Communicates effectively with a wide variety of people
 - e. Promotes a positive climate
2. Demonstrates effective communication skills
 - a. Uses written communication appropriately and professionally
 - b. Communicates decisions in a timely manner
 - c. Answers telephone calls effectively and promotes professionalism
 - d. Gives clear, explicit explanations
3. Ability to demonstrate employee responsibility
 - a. Is consistently on time, well prepared and well groomed
 - b. Refers parental concerns appropriately
 - c. Selects appropriate channels for resolving concerns/problems
 - d. Encourages, models and maintains high standards of conduct
 - e. Adheres to authorized policies and school regulations
 - f. Is prompt, accurate and efficient with office work
 - g. Strives to stay informed regarding policies and regulations applicable to his/her position
 - h. Attends appropriate meetings
 - i. Promotes the belief that all students can and will learn
4. Manages responsibilities
 - a. Keeps informed about appropriate job-related programs
 - b. Handles multiple tasks concurrently

- c. Maintains an appropriate and flexible schedule
- d. Establishes priorities
- e. Maintains records and submits reports
- f. Encourages, models and maintains high standards of conduct
- 5. Provides leadership
 - a. Initiates new ideas
 - b. Assists others in enhancing or developing individual strengths
 - c. Serves on committees as required
- 6. Engages in professional growth activities
 - a. Participates in staff development
 - b. Joins professional associations

SKILLS REQUIRED:

- 1. Is computer literate
- 2. Organizes and maintains filing systems
- 3. Establishes timelines
- 4. Possesses correspondence writing and editing skills
- 5. Operates office equipment skillfully

SPECIFIC RESPONSIBILITIES

- 1. Appreciates the worth and dignity of each individual and treats each one with respect and tolerance fairness, and equity.
- 2. Promotes positive public relations with the community and within the school district by using positive verbal and non-verbal communications and interaction skills at all times.
- 3. Is accessible to the Board to do correspondence and reports as requested.
- 4. Completes documents and correspondence for public, as well as school use.
- 5. Prepare documents for dissemination to Board members prior to each meeting, including transcribed minutes and correspondence.
- 6. Publishes school calendars and bid notices in the local newspapers.
- 7. Collects and disseminates central office mail
- 8. Enters purchase orders for central office
- 9. Receives deposits to code and post to revenue accounts
- 10. Ensures WDE reports are completed and certified in a timely manner
- 11. Attends board meetings to record minutes, if needed
- 12. Ensures work at central office is completed in the absence of other central office employees.
- 13. Performs such other duties as may be determined necessary by the district administration.

Evaluation: Performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of support staff.

Adopted: September 21, 2006