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, database, and word processing.

Performance Responsibilities

1. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
2. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form; independently answers routine correspondence.
3. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
4. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
5. Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with predetermined policy.
6. Arranges travel flights, housing accommodations, and other such arrangements.
7. Acts as District notary public.
8. Assumes responsibility for staff bulletins and community publications after the Superintendent, or his designee, has determined the contents of the publication.
9. Compiles operational statistics and gathers such other data as the Superintendent may require; prepares assigned state reports.
10. Takes minutes at all Board of Education meetings; attends other meetings as assigned by the Superintendent.
11. Orders and maintains supplies, as needed.
12. 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.

Revised: 28-Feb-01