
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

JOB DESCRIPTION:

The Administrative Assistant to the Superintendent serves as general office manager and may delegate duties and responsibilities to other members of the classified staff in cooperation with the Superintendent. This person is responsible for all of the Superintendent's correspondence and files. This person is responsible for the preparation of reports and special projects as required. This position is responsible for the management of worker compensation claims. This person shall relieve the Superintendent whenever possible of administrative details and does other work as required. The secretary to the Superintendent serves in a confidential and management capacity and is a member of the Superintendent's Cabinet.

QUALIFICATIONS:

Education: Completion of the twelfth grade..

Experience: At least four years of increasingly responsible clerical, stenographic and secretarial work, or some equivalent combination of education and experience. Knowledge of public school fiscal and personnel procedures preferred.

Knowledge: Correct business letter writing and business forms; English grammar, punctuation, spelling; accounting principles; and modern office methods and equipment.

Ability: Ability to be pleasant, cooperative, and tactful in working with others. To handle confidential material with wisdom and discretion. To handle all situations with dignity and propriety. Perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Compile and maintain accurate and complete records and reports. Take dictation with reasonable speed and accuracy. Type accurately from clear copy at a rate of forty-five words per minute. Use computers and understand computer-based business applications. Understand and carry out oral and written directions. To operate office and duplicating machines. To carry out good public relations programs.

TYPICAL DUTIES:

1. Answer mail for the Superintendent and receive his/her visitors.
2. Serve as recorder for the Board of Trustees.
3. Complete and type minutes of all meetings, assemble agenda items, send out Board reminders, and prepare Board agenda.

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4. Prepare reports for the District, County Superintendent and State Department of Education. Prepare other reports as requested.
5. Maintain a complete filing system.
6. Assist with clerical matters as needed.
6. Manage district student accounts and monitor site student body accounts.
7. Manage Worker Compensation claims.
8. Consult with parents and staff to remediate issues, provide information, and address appropriate questions and issues.
9. Supervises the Receptionist position.
10. Assist with the administrative services of the district office and the specific responsibilities of the Superintendent.
11. Serves as a member of the Superintendent's Cabinet, attends Board of Trustees' meeting as a member of the Superintendent's staff.
12. Other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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| 1 | Seldom = Less than 25% | 3 | Often = 51-75% |
| 2 | Occasional = 25-50% | 4 | Very Frequent = 76% and above |
| 4 | a. Ability to work at a desk, conference table or in meetings of various configurations | | |
| 4 | b. Ability to stand and circulate for extended periods of time | | |
| 4 | c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students | | |
| 4 | d. Ability to hear and understand speech at normal levels | | |
| 4 | e. Ability to communicate so others will be able to clearly understand normal conversation | | |
| 4 | f. Ability to bend and twist, kneel and stoop, run and crawl | | |
| 4 | g. Ability to reach in all directions | | |
| 2 | h. Ability to lift 25 pounds | | |
| 1 | i. Ability to carry 50 pounds | | |

Immediate Supervisor: District Superintendent

Assignment: 8 hours per day as determined by the Superintendent

Salary: Classified Management Salary Schedule: Range 201