

SECTION 310-A ASSISTANT TO THE DISTRICT ADMINISTRATOR

Job Description*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

REPORTS TO: District Administrator

General Responsibilities:

Performs administrative and secretarial support necessary to accomplish objectives established by the District Administrator and Board of Education. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles all confidential matters.

ESSENTIAL FUNCTIONS:

1. Answer telephone, take messages, screen calls, make appointments and schedule meetings for the district administrator's office.

2. Maintains calendar and schedules appointments for District Administrator.
3. Organize and maintain an efficient office.
4. Type correspondence, reports, agenda, minutes of meetings from handwritten copy using personal computer.
5. Maintain a workable filing system (paper and electronic).
6. Coordinate and assist in the preparation of agendas and necessary material for Board of Education meetings and other meetings.
7. Maintain a permanent record of minutes of all Board of Education meetings.
8. Attend all regular Board meetings.
9. Oversee the publication of Board meeting agendas, notices of Board committee meetings and legal notices of Board elections.
10. Maintain up-to-date records in the WSLs/ISES student record system.
11. Open, sort and screen mail for District Administrator.
12. Maintain and oversee the Open Enrollment, Tuition Waiver and In-District Transfer Requests for the school district.
13. Maintain master copy of Board-approved District policies, and provide new and updated policies to administrators and school offices.
14. Complete and submit DPI student count reports.
15. Complete State Census Report Information, Transportation Report, and other state and federal reports as needed.
16. Assist the Director of Building and Grounds and School Nurse as needed.
17. Maintain up-to-date information on the district web pages.
18. Record all facility usage requests.
19. Maintain confidentiality and loyalty to employer.
20. Develop and maintain an up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.
21. Prepare, completes and submits state and federal reports as assigned
22. Perform other duties as directed by Central Office Administration

OTHER FUNCTIONS:

1. Serve as a resource person on procedures, rules and regulations.
2. Promote a positive image of the District at all times.

3. Learn, interpret and apply District policies, law, rules and regulations.
4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

1st Reading – March 12, 2007

2nd Reading – April 9, 2007

Approved – April 9, 2007

Revised – March 14, 2011