



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Administrative Assistant to Superintendent

Department:

District Office

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:

14

FLSA Status:

Non-Exempt

Job Summary:

This position is responsible for providing secretarial support to the Superintendent and other administrators as assigned. This position performs highly technical tasks at the expert level. Responsibilities include: preparation of specialized departmental documents; significant interpersonal contact with staff and public; considerable independent judgment, discretion and personal initiative; resolution of difficult and complex problems; and use of computer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. School Board

- a. Create and updated board meeting agenda in Google files & docs
- b. Record monthly school board meeting minutes, distribute and archive
- c. Create donation list and prepare thank you letters
- d. Prepare Student recognition letters
- e. Update board meeting calendar and board contact list
- f. Responsible for district policy review cycle
- g. Provide Notary services for board and district
- h. Oversee details of elections
 - i. Prepare, post and publish notices
 - ii. Supervise judges and other election details

2. Special Education

- a. Maintain student special education records and forms, including processing records requests
- b. Monitor and track due process paperwork for special education staff
- c. Send and review outgoing and incoming tuition agreements
- d. Verify accurate MARSS and child count information and communicate data to Administrative Assistants
- e. Complete purchases and invoices
- f. Upload data in State systems
- g. Coordinate with staff regarding 3rd party permissions

3. General Support and Duties:

- a. Answer phones and assist visitors with secured entrance, greet and direct visitors
- b. Manage Bank deposits and update bank signers as needed
- c. Update and communicate weekly enrollment summary

d. Collect, evaluate, screen, relay and respond to a broad range of requests for information from the public, school board members and staff.

4. Food Service

a. Assist with fall free and reduced forms

5. Other duties as assigned

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Requires a H.S. Diploma or equivalent and a minimum of 3 to 5 years general office clerical/secretarial experience preferred that includes one year of previous experience in a lead role within an office setting or previous experience in a school district administrative office; or an equivalent combination of training, education, or experience to perform the requirements of the work.

License/Certification Requirements:

- No certification or licensure requirements needed to gain entry into the classification.

Knowledge required to perform the essential functions of the job:

- Knowledge of business office etiquette and customer/public relation skills.
- Knowledge of general office equipment and filing systems (i.e. phone systems, e-mail, voicemail, fax machines, postage machines, intercoms, Google, etc.).
- Basic fundamentals of computer operation and familiarity with general office applications and their use (i.e. word processing, spreadsheets, internet browsers, Google, specialized district databases and student data entry applications, etc.).
- Knowledge of department and district policies and procedures pertaining to Special Education and office administrative operations and record keeping.
- Knowledge of state and district requirements covering School Board operations and proceedings, election/referendum rules, student and staff information, and district reporting requirements involving administrative issues and matters.
- Knowledge of basic mathematics and bookkeeping.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in organizing and implementing office projects and activities in accordance with office routines and operational procedures.
- Skilled in setting work priorities and leading the work of other staff engaged in office administrative responsibilities.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and the public.
- Skilled in word processing and the use of standard business word processing software and applications using in preparing, formatting correspondence and generating business standardized reports and forms.
- Skilled in coordinating, maintaining and updating department/office files and records.

- Skilled in applying department/district administrative operations, procedures, protocols, rules and office routines at both the building, program and/or District level.
- Skilled in tracking, recording, and monitoring department budget levels, expenditures and purchases.
- Skilled in taking and transcribing minutes.
- Skilled in dealing appropriately with staff, public and students using sound office etiquette and customer relation skills. Answers questions of the public and staff regarding building/department/district functions, activities, rules and procedures.
- Skilled in following instructions and operations of the district in accordance with office routines and established protocols.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Occasionally exerting 10 pounds of force to lift, carry, push, pull or otherwise move objects