TITLE: **Administrative Assistant to** **Executive Coordinator for the Superintendent**

QUALIFICATIONS:

1. Bachelor’s or Associates Degree Preferred

or

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to type at a skill level of 55 words per minute
3. Demonstrates strong verbal and written communication skills ~~with the ability to compose independent correspondence~~, and proofread letters, memos and reports ~~using managerial communication skills~~
4. Demonstrates proficiency in a variety of office software, including Outlook, Word and Excel, and ability to maintain office technology proficiency as it evolves
5. Demonstrates ability to present a positive impression while interacting professionally with a diverse population of staff, students, parents and other members of the community
6. Has demonstrated ability to handle highly confidential matters and materials with discretion
7. Demonstrates strong ~~analytical, problem-solving and~~ organizational skills with acute attention to detail
8. ~~Demonstrates ability to make independent decisions/judgments about work priorities~~

REPORTS TO: ~~Superintenden~~t Executive Coordinator for the Superintendent

JOB GOAL: To assist in ~~organize, plan and manage~~ the overall administration of the office of the Superintendent ~~and the Superintendent’s staff.~~

PERFORMANCE RESPONSIBILITIES:

1. ~~Manages and coordinates the workflow of all District Office administrative assistant and secretarial staff~~ In addition to reporting to the Executive Coordinator for the Superintendent. Provides administrative support to the Deputy Superintendent/Chief Operations Officer.
2. Assists in planning ~~Plans~~ and coordinating the professional development of administrative assistant and secretarial staff
3. Is familiar with and follow written statutes, policies, procedures and directions related to job responsibilities
4. Composes ~~and supervises~~ communications of various types, including correspondence, reports, notices and recommendations
5. Assists in planning ~~Plans~~ and coordinating superintendent commitments, meetings, conferences and hearings as ~~required~~ directed
6. Assists in organizing, ~~supervising~~ and maintaining a record-keeping system of all correspondence related to the Superintendent and official Board of Education functions as directed
7. Assists in the coordination of meetings and ~~is responsible for minutes or~~ other record keeping as ~~required~~ directed
8. Assists in ~~participates and~~ preparation of allocation summary sheets for all certified and classified district positions as directed
9. Assists with ~~Prepares and handles~~ Express Concerns of District constituency as ~~appropriate~~ directed

10. ~~Performs the position of Secretary to the Board if appointed by the Board~~

11. Performs other duties consistent with the position assigned as may be requested by the Executive Coordinator for the Superintendent

TERMS OF EMPLOYMENT:

* Hourly (G10)
* 8 hrs. per day
* 40 hrs per week
* 246 Days
* 12 months
* Board Approved: Revised: