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|  | **JOB TITLE** | ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7761 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| One year of customer service, hospitality, or public or community relations experience preferred. |

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| **POSITION SUMMARY** |
| Perform highly responsible and complex secretarial and administrative assistant duties; exercise independent judgment in assisting the Superintendent in administrative details requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings, if requested. |
| Oversee and coordinate the preparation of official minutes of Board meetings; maintain record of minutes. |
| Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or statute. |
| Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District. |
| Conduct initial screening on the phone or in person with students, teachers, parents and community members; refer questions to appropriate staff members and schedule appointments with the Superintendent; receive and resolve needs as appropriate. |
| Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators. |
| Organize and coordinate the work of certain office staff; establish and revise clerical priorities in accordance with schedules and timelines; assure conformance with established procedures and standards of quality. |
| Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members. |
| Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings. |
| Research records and obtain information from other offices and agencies as necessary to perform assigned duties. |
| Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; reviews and edit material prepared by others |
| Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent. |
| Maintain District Policy and Procedure manual updating as is required by law. |
| Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier,and other technology or equipment as required. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Principles, practices and procedures utilized in an administrative office.  District organization, operations, policies and objectives.  Applicable sections of Kentucky Administrative Regulations and other applicable laws.  Effective verbal and written communication skills.  Interpersonal skills using tact, patience and courtesy. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  Communicate effectively using speech, vision and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights. |