TITLE: **Administrative Assistant Schools and Systems Improvement**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has three years of increasingly responsible secretarial and clerical experience involving the use of word processing and record keeping software
4. Has the ability to type at a skill level of 55 words per minute
5. Has specialized skills in filing, basic mathematics, telephone and computer operation
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated competence in correspondence and respect for confidentiality
8. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
9. Has demonstrated ability or potential to relate to and work effectively with staff and community

REPORTS TO: Assistant Superintendent Schools and Systems Improvement

JOB GOAL: To assist the Assistant Superintendent Schools and Systems Improvement in leading the work around school turnaround for the district.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures and directions from supervisor related to job responsibilities
2. Perform routine office duties of typing, filing, telephone, mail, correspondence, etc.
3. Compose written correspondence and reports as directed by supervisor
4. Assist in gathering, correlation and distribution of data
5. Assist with special projects or tasks
6. Assist in the development of processes that track resource utilization
7. Prepare and distribute informational reports as directed by the Assistant Superintendent Schools and Systems Improvement
8. Coordinate calendar and site visits for Assistant Superintendent Schools and Systems Improvement
9. Input work order data into Google Documents, or other electronic formats
10. Be able to input data and download information from the Internet
11. Be able to create spreadsheet templates for work assigned
12. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 10)
* 8 per day
* 40 per wk.
* 246 days
* 12 months