

## Administrative Assistant/Board Secretary

Reports to - Superintendent

Provides high-level administrative support to the superintendent and other administrators to ensure accuracy of data and communications necessary to support the management and administration of the District.

### PERFORMANCE RESPONSIBILITIES

1. Preparing agenda/minutes and all documents necessary for electronic board meetings using emeeting web based system
2. Maintains communication with the superintendent regarding issues and concerns affecting the District.
3. Drafts correspondence on behalf of the superintendent and other administrators.
4. Coordinating Opening day celebrations
5. Tracking board member required hours and making arrangements for necessary conferences
6. Ensuring yearly updates are processed for Employee and Coaches Handbooks
7. Maintain current policies and ensure policy revisions are processed
8. Process general office support to the Superintendent
9. Preparing requisitions for central office supplies, board member travel, etc. and tracking payment(s) of same
10. **Processing all background checks and maintaining records of same for employees**
11. Assist with travel arrangements, registration and conference fees
12. District wide volunteer background check process
13. **Parent Involvement/Title I Clerk**
14. Performs other duties as assigned by the superintendent

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Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

### MINIMUM QUALIFICATIONS

1. Prefer a Bachelor's Degree in Business Administration or a related field or has five years' experience in Administrative Supervision.
2. Demonstrates strong verbal and written communication skills with the ability to compose independent correspondence, proofread letters, memos and reports using managerial communication skills.
3. Demonstrates proficiency in a variety of office software, including Outlook, Microsoft Office Suite and ability to maintain office technology proficiently as it evolves.
4. Demonstrates ability to handle highly confidential matters and materials with discretion.
5. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.

Approved by: \_\_\_\_\_  
Board Chairperson

Date: **June 19, 2018**

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_