

**TITLE:** Administrative Assistant to Superintendent

**QUALIFICATIONS:** Certification of good health signed by a licensed physician; high school diploma or G.E.D. and four years of responsible secretarial experience involving the use of word processing and record-keeping software; ability to perform secretarial and administrative duties, work independently with little direction, and establish and maintain effective working relationships with others.

**REPORTS TO:** Superintendent

**JOB GOAL:** Perform a wide variety of specialized and responsible secretarial and administrative support duties for a Superintendent or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

**COMPENSATION:** 260 Days / 7.5 Hours per Day on the Classified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

Screen and route the Superintendent's incoming correspondence and follow up to assure prompt response or action.

Compose effective correspondence independently for signature of Superintendent; reference policies, rules and regulations in preparing correspondence.

Coordinate communication between the administrator and district personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.

Distribution of Open Records Information to newly elected Board members as needed.

Coordinate meetings for the School Board. Advertise School Board Meetings. Create and publish School Board meeting agendas and minutes.

Coordinate registrations/reservations for Board member conferences, including annual KSBA conference. Maintain Board member PD records.

Maintain Board of Education policy and procedure books.

Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.

Produce and print reports and other written materials related to assigned office functions.

Respond to requests for information from students, staff and the general public regarding district programs, policies, procedures and regulations.

Serve as Central Office liaison to Superintendent (HR, Payroll, Purchasing, etc.)  
Support Superintendent in development and implementation of PR plan.

*Approved/Revised: 9/11/2023*

Conduct variety of research tasks as requested.

Produce a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.

Proficient use of technology to maintain records and generate reports, lists, and other materials, utilize word processing and other software as required.

Maintain and order general office supplies, including copier/printer supplies.

Oversee Record Retention Schedule, communicate as appropriate.

Perform a variety of general secretarial duties including sorting and routing mail; receiving and referring telephone calls; operating computer, copiers, typewriter and other equipment as required.

Perform related duties as assigned.

**SPECIFIC DUTIES INCLUDE:**

- Maintain superintendent's employee payroll spreadsheet data
- Produce and print yearly salary letters (Cert/Class) and contracts (Class)
- Compile information, create and distribute monthly employee newsletter, *Forward Focus*
- Facilitate all phases of production of district publications: *Traditions*, School Calendar, etc.
- Support Superintendent presentations/communications
- Write and distribute press releases as needed
- Manage and maintain district branding artwork, creating new artwork as required for building/district signage, business cards, advertisements, etc.
- Manage Sick Bank Usage Committee
- Maintain Employee Handbooks (Certified/Classified/Substitute/Coaches), updating yearly
- Coordinate yearly retiree reception, including ordering retiree gifts
- Coordinate selection, purchase and distribution of teacher/employee appreciation gifts
- Create district holiday card using selected student artwork, order cards/envelopes
- Coordinate selection, purchase and distribution of employee holiday gifts
- Coordinate district participation and registration in YMCA Firecracker 5K
- Update Board of Education and Superintendent webpages as needed and verify accuracy and timeliness of other pages

**REQUIRED SKILLS:**

Ability to organize and prioritize projects and tasks

Proficient in Microsoft Word, Excel, PowerPoint, Adobe Illustrator/InDesign, Google Suite

General accounting skills

Experience using email and Internet

Strong editing and communication skills

**TERMS OF EMPLOYMENT:**

Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by superintendent. Authorization for overtime as approved by superintendent to complete tasks and projects.

**EVALUATION:**

Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation.