**Administrative Assistant**

Reports to - Superintendent

Regular Hours Worked – 8 hours per day

Terms of Employment – 235 days per year

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. Prepares agenda and makes arrangements for board and other activities in support of the superintendent.
2. Conducts research on issues and concerns directed to the superintendent􀀁s office and prepares correspondence in response.
3. Communicates with administrative staff on behalf of the superintendent to ensure projects/programs are progressing and monitors to ensure that data/reports are submitted based on established deadlines
4. Maintains communication with the superintendent regarding issues and concerns affecting the District.
5. Analyzes the strengths and weaknesses of solutions, conclusions, or approaches to issues to ensure that the superintendent is informed and has adequate information to respond to critical issues affecting the District.
6. Analyzes issues to determine the implications of information for both current and future problem-solving and decision-making.
7. Drafts correspondence on behalf of the superintendent and other administrators.
8. Preparing grant applications and implementing programs regarding same (Crumb Rubber Grant, Sidewalk Grant, Drug Testing Grant, REMS Grant)
9. Processes employment applications and background screenings.
10. Travel arrangements
11. Performs other duties as assigned by the superintendent.

* Preparing agenda/minutes and all documents necessary for electronic board meetings using emeeting web based system
* Scheduling appointments for Superintendent
* Preparing press releases
* Maintaining all newspaper ad information
* Preparing requisitions for central office supplies, board member travel, etc. and tracking payment(s) of same
* Coordinating meetings and preparing Power Point presentations
* Arranging food/refreshments for all meetings
* Scanning documents and storing electronically for district wide retrieval
* Maintaining personnel and applicant files
* Processing all applications using School Recruiter web based system
* Processing all background checks and maintaining records of same for employees, applicants and volunteers
* Scheduling interviews for new hires
* Receiving and processing all complaints received by Central Office and following up with designated administrator to ensure that parent/guardian receives call back
* Project Assistant for School Safety/Readiness Emergency Management
* Assisting Deputy Superintendent in various projects such as Local Planning Committee, various grants and preparing correspondence for same
* Maintaining staff/business contact Outlook files
* Setting up meeting rooms and scheduling same

1. Plans and coordinates the professional development of secretarial staff across district

**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. Five (5) years experience providing support to an executive office

3. Critical reasoning skills

4. Oral and written communication skills

QUALIFICATIONS

1. Holds 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 present a positive impression while interacting professionally with a diverse population of staff, students, parents and other members of the community.
5. Has demonstrated ability to handle highly confidential matters and materials with discretion.
6. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee