

JOB DESCRIPTION
National School District

ADMINISTRATIVE ASSISTANT- OFFICE OF THE SUPERINTENDENT

Purpose Statement:

The job of the Administrative Assistant/Office of the Superintendent is done for the purpose/s of managing and providing a wide variety of sensitive/confidential complex secretarial and administrative support for the Superintendent and Governing Board. Under the direction of the Superintendent, this position is responsible for organizing and coordinating office activities and communications; assisting management in its employee-employer relations with classified and/or certificated employee unions; and providing assistance and information to District staff; County and State Officials, parents, and vendors.

Essential Functions

- Attends various meetings, including required Board meetings, and performs various secretarial and administrative assistant duties for the Superintendent and Governing Board (e.g., coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records.
- Complies and processes data from a variety of sources (e.g., Board agenda for meetings, various reports for district committees, budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Coordinates a variety of activities for the Superintendent and Governing Board (e.g., procedures, meetings, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g., Board Policies, budget reports, etc.) for the purpose of ensuring confidentiality, providing up-to-date references and audit trails for compliance.
- Monitors assigned district activities and/or program components (e.g., Board budgets, expenses, appointments, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Responds to inquiries (e.g., telephone calls, visitors, requests, concerns, questions), and composes correspondence independently on a variety of matters, for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Serves as a liaison to parents, students, committees and/or organizations on behalf of the Superintendent and Governing Board for the purpose of conveying and/or gathering information required for district operations, resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g., appointments, meetings, travel arrangements, etc.) for the purpose of coordinating the Superintendent and Governing Board calendars.
- Supports the Superintendent and Governing Board members for the purpose of providing assistance with their administrative functions and maintaining confidentiality of issues related to negotiations, personnel and students.
- Assists the District in its preparation for negotiations with employee labor unions, including gathering and reviewing information as requested.
- Processes student records (e.g. to or from outside districts, enter student information, mail student records, search microfilm/microfiche records for former students, etc.) for the purpose of disseminating information to appropriate parties and in accordance with established procedures.
- Coordinates website content updates with various departments and sites, ensuring web accessibility and ADA compliance.

- Assists with Public Records Act requests including corresponding with all parties, coordinating responsive documents, preparing written cost estimates, redacting confidential information, and ensuring timelines are met.
- Oversees and directs logistics of event planning to spotlight district achievements.
- Coordinates events for the Office of the Superintendent.
- Creates and monitors special events budgets and timelines for the Office of the Superintendent.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Copies or scans records as needed and assists with procedures to safeguard original and confidential documents and records.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: strong knowledge of grammar, punctuation and spelling; standardized accounting/bookkeeping principles.

Ability is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standardized methods. Ability is also required to work with diverse individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within specialized field with increasing levels of responsibility is required.

Education: Targeted job-related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Continuing Education/Training

None Specified

Certificates & Licenses

Typing Certificate for 65 Net WPM
Notary Public License Preferred

Clearances

Criminal Justice Fingerprint
Clearance Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

7/11/18 (rev. 8/9/2023)

Salary Grade

Confidential 40