

## **HYDE COUNTY SCHOOLS**

### **ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT, CLERK TO THE BOARD OF EDUCATION, FEDERAL PROGRAM COMPLIANCE**

#### **JOB SUMMARY**

Under limited supervision, the employee performs various administrative duties supporting the Superintendent's office and the Board of Education. Responsible for various high-volume, complex communications, records, and correspondence. Actions are guided and directed by the Hyde County Public Schools' policies, North Carolina General Statutes, and Administrative Procedures. This position requires excellent interpersonal skills, a high degree of resourcefulness, good judgment, and prioritization. Within the person's assigned authority, the employee is expected to analyze and solve problems independently or consult with a higher authority on matters with the potential for wide-reaching impact in the district. The employee is expected to know and follow policy, rules, and regulations to avoid an error that could reduce operational efficiency for other staff members or substantial embarrassment for the district. The employee operates under general directions and is expected to plan and organize work methods to produce positive outcomes and results.

Employee assists with Federal Programs Compliance paperwork.

The goal of this employee should be to ensure the smooth, efficient, and lawful operation of the Superintendent of School's office on behalf of the Board of Education.

**REPORTS TO:** Superintendent

#### **DUTIES AND RESPONSIBILITIES – SUPERINTENDENT'S OFFICE**

- Prepare correspondence, reports, forms, and other documents for Superintendent and the Board.
- Assumes responsibility for spelling, punctuation, format, and grammar correctness.
- Recording Secretary during the open session of all Board meetings and other meetings as requested by the Superintendent and/or Board.
- Prepare the minutes for regular and closed session meetings of the Board, as well as work sessions, retreats, and special called sessions.
- Maintain an accurate file of the Board minutes.
- Prepare all Board meeting materials and post them online for paperless Board meetings.
- Serve as the Document Publisher for the paperless meetings. The Document Publisher is responsible for building meeting agendas and upkeep of paperless meeting information, as well as Board member and staff user information.
- Post notice to the public and press for all Board meetings and retreats as required by law. Ensure all meeting dates are available to the public.
- Coordinate the setup of the Board Room for the Board's regular and special called meetings, workshops, retreats, etc., and meetings hosted by the Superintendent.

- Responsible for organizing the administration of the Oath of Office for new or re-elected Board members and a new Superintendent.
- Complete registrations, travel, and hotel accommodations for Superintendent and Board members for conferences. Process reimbursement documents as required.
- Responsible for maintaining policies and administrative procedures in conjunction with updates provided by the North Carolina School Boards Association (NCSBA).
- Will review all correspondence from NCSBA and assign policies to the appropriate staff for review.
- Responsible for making revisions and further review by NCSBA.
- Responsible for placing on Board meeting agenda and notifying NCSBA of approval to ensure Online Policy Manual is updated.
- Responsible for notifying all staff of the revised policies.
- Provide all meeting and special event dates to the Board of Education and post to the Superintendent's calendar.
- Plan meals for meetings as needed.
- Maintain calendar and scheduled meetings for the Superintendent and Board of Education.
- Manage budget for the Board of Education and Superintendent.
- Type purchase orders as needed for services provided, registration, travel, conferences, workshops, meals, tickets, advertising, supplies, equipment, memberships, dues, associations, subscriptions, or other purchases approved by the Superintendent.
- Manage receipts and files for all purchases.
- Contact person for the North Carolina School Boards Association and the National School Board Association for all Board members and the Superintendent.
- Receive and process Student Transfer Request forms for student transfers within the district and for requests to transfer in or out of the district.
- Assist principals, school staff members in the district, and parents regarding the transfer policy/policies and procedures.
- Prepare the Superintendent's decision letter.
- Maintain a transfer log throughout the year.
- Assist Superintendent with compiling information, documentation, and update files for the district regarding curriculum, instruction, and federal programs.
- Schedule principal evaluations with the Superintendent three times a year.
- Schedule evaluations three times a year for directors and classified staff that report directly to the Superintendent.
- Schedule principals and district office directors for annual budget meetings in January every year.
- Assist with academic calendar preparation for the Traditional and Modified calendars.
- Assist Superintendent with the Teacher Advisory Council (TAC), Student Advisory Council (SAC), and Community Advisory Council (CAC). Set up meeting dates and locations.
- Send cards for deaths and illnesses and order flowers or organize memorial contributions for the death of school board members or their immediate family.

- Open and distribute all incoming correspondence addressed to the Superintendent and process outgoing mail. Review incoming correspondence for the superintendent's attention or delegation to others.
- Screen and route calls according to subject or topic.
- Welcome visitors and arrange for their comfort, including screening individuals arriving without appointments.
- Work independently and make decisions in accordance with established policies and administrative procedures.
- Maintain complete confidentiality at all times in matters relating to the school system.
- Respond to complaints and requests for information.
- Maintain files as required by the Superintendent.
- Serve as Central Office receptionist.
- Recommend improvements in workflow, procedures, and use of equipment and forms.
- Assist with special events, which may require working in the evening.
- Assist, as requested, with interviews for Central Office positions.
- Project a positive image for Hyde County School District.
- Work with all staff in the district to support the school system, Superintendent, and Board of Education.
- Interact professionally with the public and district staff in person and on the telephone.
- Perform other duties to ensure an efficient and effective work environment.
- Organize and strategically plan press releases that celebrate the work of Hyde County Schools
- Assist the superintendent with press releases to ensure communication with stakeholders
- Update and maintain social media accounts and the school district's websites.
- Keep all information up to date in all internal and external communications.

## **Education and Experience**

- Administrative management experience
- Demonstrated successful experience with setting and monitoring goals, objectives, and plans of action to achieve goals.
- Communication Skills
- **Preferred Qualifications:**
  - Three (3) to five (5) years of progressively responsible experience in public personnel administration and/or management.
  - Strong background in computer technology, website design, marketing, and publications.
  - Knowledge, experience, and advocacy for public education.

- **Certification and Licensure Requirements:**

Must possess a valid driver's license issued by the North Carolina Department of Motor Vehicles.

### **Knowledge, Skills, and Abilities**

- Understanding of and commitment to public relations and communications' role and social responsibility for all educational institutions, organizations, and agencies in a democratic society.
- Commitment to improving educational opportunities for all.
- Commitment to professional performance and ethical behavior as described in the National School Public Relations Association's Ethics for Educational Public Relations.
- Comprehensive working knowledge of internal and external public relations and communications programs for an educational organization.
- Demonstrated success working collaboratively with community partners.
- Demonstrated ability to communicate with students, teachers, parents, members of the community, and others, including vendors, law enforcement, and other county and state agencies.
- Demonstrated ability to exercise good judgment and work in an environment with constant interruptions while maintaining organization.
- Proven record of working well in a team environment.
- Mastery of communications skills, including new media and social media.
- Understanding of the importance of two-way communication between district staff and its many publics and audiences, and the ability to carry it out.
- Thorough knowledge and understanding of communications theory and research.
- Demonstrated ability to provide expertise and advice to top management.
- Demonstrated ability to work well with others from diverse backgrounds while focusing on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas, and contributing to building a positive team spirit.
- Demonstrated ability to problem solve, prioritize, and multi-task.
- Demonstrated ability to present information and material to small and large groups.
- Demonstrated ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies, or community members.
- Demonstrated ability to write reports and correspondence.
- Demonstrated ability to identify, brainstorm, and research key issues in public schools and provide well-reasoned recommendations for best policy solutions with benefits and drawbacks.

### **Special Requirements**

- Must maintain confidentiality, professional effectiveness, and professional demeanor.
- Must be willing to modify days/hours and to work additional hours on occasion.

**Salary:** Classified pay scale within the North Carolina State Salary Schedule; pay grade to be determined based on experience and education.

**FLSA Status:** Exempt

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.