**TITLE:**

Administrative Assistant

**QUALIFICATIONS:**

1. Comprehensive knowledge of office procedures and district protocols
2. High proficient computer skills
3. Ability to deal with stress, interruptions and confidential information
4. NCLB Highly Qualified Status

**REPORTS TO:**

Superintendent

**JOB GOAL:**

To provide secretarial support to the Superintendent and Business Manager

**PERFORMANCE RESPONSIBILITIES:**

1. Provides secretarial support for Superintendent’s and Business Offices
2. Maintains personnel and professional growth files
3. Performs district’s background checks on personnel
4. Maintains school census records and prepares required reports
5. Compiles, completes and submits NDE required reporting
6. Compiles and completes data entry for district testing
7. Provides logistical support during district testing
8. Compiles and completes reading data
9. Maintains the school inventory database
10. Keeps current all Board Policy information
11. Updates personnel handbooks, curriculum guidelines, etc.
12. Assists with monthly Board agenda packet as directed
13. Assists Transportation Supervisor in keeping current bus routes, maps and activity trip assignments
14. Monitors weather conditions effecting bus activity routes (Buffalo Watch)
15. Compiles, completes and distributes supply orders
16. Assigns purchase order numbers, places orders and maintains a record of all orders
17. Maintains and keeps current the district facilities calendar
18. Coordinates arrangements for approved district travel
19. Coordinates and assists with special assignments as required
20. Administers the PowerAnnouncement mass notification system
21. Serves as an administrator for district online and social media outlets
22. Cross trains in essential support functions
23. Other duties as assigned by the Superintendent and/or Business Manager
24. Serves as PowerSchool Administrator for the district
25. Administers District website

**ESSENTIAL FUNCTIONS:**

Sound judgment, professional discretion and individual initiative

**TERMS OF EMPLOYMENT:**

Twelve months; salary to be determined by *Classified Employee Hiring Salary Schedule*

**EVALUATION:**

Performance of this position will be evaluated annually by the Superintendent