

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

QUALIFICATIONS: 1. Associate's Degree
2. Two years of work experience on computers, office machines, and public relations.

REPORTS TO: Superintendent

JOB GOAL: To help streamline all areas of work in Central Office for a job well done.

FULL/PART-TIME Full-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Greets patrons, answers phone, and directs both appropriately.
3. Distributes mail - both incoming and outgoing.
4. Ability to record and relay messages
5. Manages correspondence, etc. for Superintendent as needed.
6. Performs various Human Resource related duties such as: maintains all personnel files and updates as required; maintains an up-to-date job application file; develops appropriate district level and building level forms and duplicates as needed.
7. Acts as back up for other Central Office positions as needed.
8. Prepares the annual district calendar.
9. Administers various scholarship communications and payments.
10. Ability to use technology (hardware and software) with ability to adapt to upgrades.
11. Must be detail oriented in record keeping.
12. Must possess basic bookkeeping skills.
13. Ability to write correspondence fluently.
14. Ability to use office equipment (copier, adding machine, printers, etc.).
15. Ability to work with others or work independently without supervision.
16. Maintains confidentiality of classroom, student, and employee information.
17. Maintain a valid Kansas driver's license.
18. Follows the building dress code while being a good role model for students.
19. Performs other duties as assigned by the Superintendent and/or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI - Evaluation of All Classified Personnel*.

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PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- _____ 1. Very rarely requires exertion beyond walking.
- X 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- _____ 3. Requires prolonged (over 50% of the time) standing and walking.
- _____ 4. Requires prolonged (over 75% of the time) standing and walking.
- X 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- _____ 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- _____ 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- _____ 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- _____ 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- X 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.