

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Secretary, Assistant Superintendent's Office
Department:	Assistant Superintendent
Reports to:	Assistant Superintendent
Supervises:	n/a
Description of job:	
Summary of Responsibilities: Assists the Assistant Superintendent for Teaching and Learning in all administrative functions within the Assistant Superintendent's Office, including assigned grants, in an expeditious and effective manner.	
Essential Functions:	
<ol style="list-style-type: none">1. Assists in the preparation of the budget for the Assistant Superintendent's Office.2. Maintains all grant line item account balances for federal, state and private grants, and professional development accounts. Reviews Crystal Reports and Munis and provides report data to the person responsible for the account.3. Assigns account numbers for all time sheets, purchase requisitions in Munis and invoices for payment for federal, state and private grants, professional development orders, curriculum orders, and district-wide conferences.4. Assists in the preparation of the budget for expenditures for federal, state and private grants and works with coordinators of NK Prevention Coalition, Office of Family Learning and other grant coordinators in providing secretarial/accounting assistance.5. Maintains a variety of records relating to staff professional development, curriculum, state-wide testing and related committee work. Creates purchase requests in Munis and maintains receiving records of purchase orders for the expenditure of funds for these accounts.6. Assists in the coordination of the district-wide testing program.7. Receives and records curriculum ordered materials ensuring proper documentation according to funding source. Assists with distribution of curriculum materials to the district.8. Maintains files, Google Doc development and preparation of lists for all district wide staff professional development programs arranged by the Assistant Superintendent's Office. Assists the Assistant Superintendent and Professional Development Committee in preparing, organizing and arranging staff professional development sessions and disseminating materials related to professional development and curriculum.9. Independently tracks professional development, conference forms and substitutes for professional development in AESOP and charges substitutes to the correct grant accounts.10. Assists in all aspects of clerical support for the summer RTI program.11. Assists with all secretarial duties related to the Teacher of the Year program, including preparing nomination for state application for District Teacher of the Year.12. Assists with the coordination of all science kit delivery and communication for the district.13. Assists with all clerical duties and documentation for the Mentor/Mentee program.14. Assists with the design, development and dissemination of all program brochures and materials necessary for program publicity and information to staff.15. Assists business office with the Non-Public Textbooks Reimbursement Verification Form for RIDE Reporting and completes the RIDE yearly textbook audit. Encumbers orders for the district and assists with the distribution of non-public books.16. Maintains ELL census for RIDE for all ELL students and submits state reporting. Maintains ELL schedules, orders, and budget line items for supplies for ELL teachers.17. Coordinates the placement of student teachers in the district by collaborating between the colleges and the district principals.18. Maintains records and correspondence relating to home schooling and inputs requests to IQM for school committee approval and submits state reporting.19. Utilizes AESOP Navigator, Munis, Crystal Reporting, MinuteTraQ IQM, State Information Services Data Reporting, AcceleGrants and Aspen.20. Other duties and responsibilities as required by the Assistant Superintendent of Schools.	

North Kingstown School Department

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: X		Manual:		Automatic:

Work Environment			
Floor Surface:	Carpet and/or Tile		
Inside:	100%	Outside:	n/a
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			

North Kingstown School Department

Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

Minimum of three years administrative and clerical experience

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

1. Ability to maintain a variety of records and assist in the preparation of reports based upon these records.
2. Demonstrated computer skills, including word processing, spreadsheet and data base applications using Microsoft Office.

Communication Skills:

1. Demonstrated ability to draft clear and concise correspondence.
2. Ability to communicate effectively with all levels within the organization including administration, staff and peers.

Planning Skills:

Ability to effectively prioritize and execute a variety of complex duties with minimal supervision.

Interpersonal and Problem solving skills:

Ability to interface with staff and community members in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

North Kingstown School Department

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 1/2016