

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

|                    |  |
|--------------------|--|
| <b>Job Title:</b>  | <b>Administrative Assistant to Superintendent of Schools</b> |
| <b>Department:</b> | <b>Superintendent</b>  |
| <b>Reports to:</b> | <b>Superintendent</b>  |
| <b>Supervises:</b> | <b>n/a</b>   |

### Description of job:

#### Summary of Responsibilities:

Responsibility for a wide range of duties contributing to the efficient operation of the office of the Superintendent including confidential correspondence, appointments, calendar, policies, response to staff and community inquiries and requests, reports and notices.

#### Essential Functions:

1. Composes and prepares confidential correspondence, reports, notices and recommendations on a variety of topics as required.
2. Confers with Superintendent of Schools concerning district issues.
3. Responds to requests, suggestions and comments from staff, parents, students and the North Kingstown community.
3. Maintains the School Committee Policy Manual. Attends and participates in School Committee Policy Subcommittee meetings.
4. Attends meetings as requested by the Superintendent of Schools.
5. Requisitions and maintains supplies for the office of the Superintendent in accordance with budgetary constraints.
6. Maintains a schedule of appointments and arranges for conferences and interviews as needed for the Superintendent.
7. Updates and maintains the Town Charter.
8. Obtain and organize pertinent data as needed for legal counsel.
9. Responds to daily incoming correspondence.
10. Records grievances, sets up hearing with appropriate staff as related to grievances, and follows up with Superintendent's response to grievances.
11. Prepare and distribute the elementary school handbook to schools for parent information.
12. Compose and maintain annual school calendar including number student attendance days, start dates for students and staff, holidays, professional development days, school vacations, report card distribution, graduation and school ending dates.
13. Arrange details and agendas of bi-monthly Administrative Council meetings.
14. Process in-district transfer requests, maintain log and follow through with approval/denial correspondence.

## North Kingstown School Department

15. Prepare correspondence to parents for student disciplinary hearings to be heard by the school committee
16. Prepare and maintain district enrollment updates and analysis.
17. Prepare and maintain Administrators' contracts.
18. Work and coordinate with Central Office Administrators on a variety of district issues.
19. Set up administrative staff observations, conferences and evaluations per RIDE Evaluation Model guidelines.
20. Work with Data Manager, Truancy Officer and legal counsel on student residency and truancy issues.
21. Other duties and responsibilities as required by the Superintendent of Schools.

|  |                   |               |                  |               |                    |
|--|-------------------|---------------|------------------|---------------|--------------------|
| <b>Protective Personal Equipment:</b>  |                   | n/a           |                  |               |                    |
| <b>Classification:</b>   | <b>Sedentary:</b> | <b>Light:</b> | <b>Medium: X</b> | <b>Heavy:</b> | <b>Very Heavy:</b> |
| <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> |                   |               |                  |               |                    |
| <b>Driving Requirements:</b>   | None: X           |               | Manual:          |               | Automatic:         |

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

## North Kingstown School Department

| 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            |            |          |          |
| 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:

Four to five years administrative, secretarial or clerical experience in an office environment.

### License/Certificate/Certification:

n/a

## North Kingstown School Department

### Technological and/or Technical Skills:

Demonstrated proficiency in major computer software including Microsoft Office.

### Communication Skills:

Strong oral and written communications skills. Demonstrable ability to compose and prepare correspondence on a range of administrative topics.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

### 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.

### Terms of Employment:

At will

### Evaluation:

Per GCB

Date: 1/2016