

District – Administrative Assistant

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| Job Titles: | Administrative Assistant |
| Department: | Secretarial |
| Reports to: | Superintendent |
| Classification: | Non-exempt |
| Category: | Support Staff |

Summary

Central Office staff provide support to administrators and other staff members.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work under the direct supervision of the Superintendent of Schools, with specific duties assigned by the Superintendent. Work with all other members of the staff, both certificated and non-certificated. Handle delegated administrative details.
- Responsible for outgoing correspondence from the Office of the Superintendent of Schools. Open Superintendent's incoming mail and assist with follow-up.
- Maintain the district's active and inactive personnel files.
 - Responsible for collection and maintenance of pertinent administrative data on all new employees for the school system.
 - Project teacher tenure schedule and provide information for Welfare Committee negotiations.
 - In coordination with Personnel Accountant, assist with the preparation of contracts and conduct exit interview with employees leaving the district.
- Update and publish the organizational chart.
- Assist the Superintendent with setting the school calendar and maintaining the official calendar.
- If appointed by the Board of Education, serve as Secretary to the Board of Education and assist the Superintendent as Custodian of Records with duties as per board policy. Track items for board action and prepare the board meeting agenda. Maintain the complete and up-to-date official copy of the Board of Education's policies. Prepare and distribute all school election notices and maintain election files.
- Serve on and coordinate Staff Recognition Committee.
- Maintain Superintendents Office inventory and collect inventories from buildings annually.
- Assist in preparation and filing of reports as required by the Department of Elementary and Secondary Education and published in the Annual Data Acquisition Calendar. Serve as Core Data Coordinator. Maintain non-resident and tuition files and prepare billings for tuition payments.
- Coordinate renewal of liability/property insurance, worker compensation insurance, and errors & omissions insurance, and maintain those files.
- Assist the Superintendent in letting bids and in preparing bid opening material.
- Assist the Assistant Superintendent, Special Education Director, and Buildings & Grounds Supervisor as needed.
- Work with auditors and building personnel on annual audit and provide follow-up as needed in assigned areas.
- Cross train with other Central Office positions and assist with other Central Office positions as needed.
- Become proficient with office software programs.
- Maintain confidentiality.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

District – Administrative Assistant

Supervisory Duties

None

Qualifications

Education - High school graduate and at least two years clerical experience

Certificates, Licenses, Registrations – None

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals.

Write simple and complex reports and correspondence.

Speak with members of the public and other staff members.

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form.

Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases.

Be able to understand and submit online reports to state and federal agencies.

Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:

Strong interpersonal skills.

The ability to work closely with a variety of staff members and the public.

The ability to safeguard confidential information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; close vision work, frequent computer use, and significant fine finger dexterity. Generally the job requires 90% sitting and 10% walking. This job is performed in a generally clean and healthy office environment. Punctual attendance is an essential function of this job. Attendance at monthly Board of Education meetings is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment.