

**Job Title:** ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

**Qualifications:** High school diploma. Five years job experience as a secretary or graduation from a recognized school of secretarial skills and two years job experience. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Reports to:** Superintendent

**Job Goal:** To establish an office management system that is efficient and effective in assisting the Superintendent in carrying out their duties and responsibilities.

**Type of Position:** 12 Month **Wage:** approved by SAU Board

**Hours per week:** Exempt

**Responsibilities:**

- Obtains, gathers, and organizes pertinent data/information as needed and puts into usable form.
- Responsible for recognition of all
- Recognition awards at annual luncheon.
- Assists with completing, assembly and mailing of Board packets before each board meeting.
- Maintains regular filing system.
- Assists with the School District Annual Report.
- Places and receives telephone calls and records messages.
- Maintains a schedule of appointments, make arrangements for conferences and interviews and boardroom scheduling.
- Establish and maintain appropriate personnel records. Maintain job descriptions for positions within the SAU and Districts; review on a periodic basis and update as required.
- Directs employee and volunteer recruitment process, working closely with SAU and school administrators. Process is inclusive of but not limited to tracking open positions, advertising; applications; review, interview; reference, certification, background, and fitness checking recommendation, offers of employment, contracts/hire letters, maintenance of substitute/temporary employee pool.
- Performs background check on all newly hired employees, substitutes and volunteers.
- Administration of all employee benefit programs, including but not limited to medical, dental, life, disability, worker's compensation, and unemployment compensation programs; deferred compensation and retirement programs.
- Administration of the First Report of Injury.
- Reports newly hired employees using the New Hire Report.
- Maintains Department of Education Employee portal.
- Submits yearly DOE reports.
- Enrolls and terminates employees through the health insurance, dental insurance, life insurance and NHRS programs.
- Notify the Business Administrator of certified staff by November 1<sup>st</sup> for lane changes.
- Provide all staff by May 15<sup>th</sup> of the open enrollment period. Prepare information (plan descriptions offered, cost to employee)
- Responsible for legal postings and meetings of the School District.
- Maintains staff development records and databases for the School District as coordinated with the Superintendent.
- Works with the Superintendent to prepare for staff development workshop days.
- Conveys all messages and mail to the Superintendent.
- Maintains budgets for the SAU employees for staff development reimbursement request.
- Track, arrange transportation for homeless students. Work with sending and receiving districts.
- Enrolls new Keene High Schools.
- Arrange transportation for students (school year & ESY)
- Maintains the district website for School Board and staff information.
- Register and maintain Preschool list.
- Enter NHSIS information into the state computer via office computer.
- Assist the Director for budget projections, generate reports for Cat aide, 402 students, Annual Program Verification Report, Verification of full time equivalent of SPED pupils for school year, A13S Receiving School District Report on tuition grades 9-12, A13E Receiving School District Reports on tuition grades K-

8, A13N Sending School District Reports who attend nonpublic Schools, SPED Personnel Census, Preparation of the 3 year on-sites.

- Verify and record all incoming invoices for students. Tuition, related services, transportation, and other expenses. Assisting appropriate account numbers. Have invoices to Accounts Payable signed by the Director of Student Services in a timely fashion.
- Maintain the I4See System, ESS, EIS, Grants Security System
- Assist the Assistant for Student Services in all matters of Medicaid.
- Monitor the Alt. Ed. Program.
- Register, arrange all Homeless situations
- Performs such other tasks as may be assigned by the Superintendent.

REVIEWED BY	Title
APPROVED BY	Title
DATE POSTED	
DATE HIRED	

**EVALUATION: Performance of this job will be evaluated in accordance with Superintendent's Contract.**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
 Lift up to 25 lbs: Occasionally  
 Lift 26 to 50 lbs: Rarely  
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required  
 CARRY 11 to 25 lbs: Occasionally  
 CARRY 26 to 50 lbs: Rarely  
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally  
 REACH at shoulder height: Frequently required  
 REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,  
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
 Bending: Occasionally  
 Crawling: Rarely  
 Squatting: Rarely  
 Kneeling: Rarely  
 Crouching: Rarely  
 Climbing: Rarely  
 Balancing: Rarely

**WORK SURFACES:** (describe)

Composite desk  
 Carpet/tile floors  
 Computer keyboard/screen

**HAND MANIPULATION**

Grasping:	Occasionally
Handling:	Frequently required
Torquing:	Occasionally
Fingering:	Frequently required

**Environment: Inside: 98%      Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

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

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.

Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Name/List: