

## **Administrative Assistant Job Description**

**Purpose:** To assist the superintendent with tasks necessary for the efficient operation of the district.

**Responsible to:** Superintendent

**Payment rate:** Set by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

### **All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.

4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Carry out all directives from the superintendent and comply with all policies and administrative regulations adopted by the board.
2. Assist the superintendent in general administrative operations.
3. Supervises and coordinates the reporting of district demographic data.
4. Compiles operational statistics and gathers other data as requested by the superintendent.
5. Develops, produces and collects information on all district job vacancies.
6. Coordinates and administers requisitions and accounts payable.
7. Organizes and executes purchasing equipment and supplies for the district.
8. Administers software system for employee leave requests, including the administration of substitutes.
9. Prepares and reviews reports as assigned by the superintendent.
10. Reports regularly to the superintendent on any developments or problems within the district which may require the superintendent's awareness or action.
11. Respond to information requests in a cooperative, courteous, and timely manner.
12. Keep student and personnel information and records confidential.
12. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee