

# **Administrative Assistant to the Superintendent**

The Administrative Assistant, under the supervision of the Superintendent, shall assist the Superintendent, School Board, and Assistant Superintendents (as needed) in all clerical, technical, and other duties as assigned.

## **Specific Responsibilities**

1. Serve as a liaison to the School Board on the following:
  - Annual School Board Elections
  - Millage Campaigns and Elections
  - Board Meetings
  - Agendas and Attachments for Board Meetings
  - Software for Paperless Meetings
2. Track and report Board members' training hours.
3. Process travel for Board members and Superintendent.
4. Serve as record keeper for the Board and Superintendent.
5. Keep Board Policy Manual updated.
6. Process students' requests to transfer.
7. Handle requests to address the Board.
8. Schedule and coordinate training for all Board members.
9. Maintain the Superintendent's calendar.
10. Keep the Personnel Database updated.
11. Update the District Organizational Chart.
12. File required reports with the ADE (salary schedules, student handbooks, personnel policies).
13. Send out new employee information.
14. Prepare policy updates/revisions for the PPC/CPPC.
15. Arrange meetings for the Superintendent.
16. Handle and coordinate media notifications and visits.
17. Process kindergarten waiver forms.
18. Handle advertising for kindergarten round-up.
19. Process vouchers for School Board, Superintendent, and community relations budgets.
20. Order office supplies.
21. Work with the Assistant Superintendent for Human Resources and Administrative Services to prepare the annual district calendar for vote and approval.
22. Maintain files for FOI requests.
23. Prepare and Send out Intent to Return Forms.
24. Manage the district's Facebook and Twitter accounts.
25. Design the Panther Pride Newsletter.
26. Coordinate community events.
27. Maintain flexible work hours.
28. Perform other duties as assigned.