

ADMINISTRATIVE ASSISTANT FOR THE SUPERINTENDENT

Primary Function (Job Goal)

Assist Superintendent, Board of Education members and District Administrators to assure the smooth and efficient operation of the district.

Perform secretarial duties such as typing, responding to telephone calls and maintaining files.

Acts as liaison between district and community, Superintendent and parents and Superintendent and staff.

Reports To (accountability)

Superintendent

Supervisory Responsibilities

None

Qualifications

- High school diploma
- Possess typing skills of 60 WPM
- Computer literate – working knowledge of word processing, spreadsheet and data base software
- Ability to maintain confidentiality in matters relating to staff, students and administrators
- Minimum two years of experience in typical office setting
- Pre-employment medical examination
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements

- Utilize resources from a variety of computer programs and other work units when required to perform the job's functions.
- Must communicate verbally and through email with district schools when providing information.
- Generally the job requires 75% sitting, 20% walking, and 5% standing.
- This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Open and sort Superintendent's mail. Distribute mail to appropriate parties, Principal, and Board.
- Open unidentified mail received in the District Office, determine disposition and distribute.
- Type correspondence, letters and memos, purchase orders, check requests, registration forms, etc., for Superintendent and Board.
- Answer phones; respond to routine questions, schedule appointments.
- Prepare state and regional reports, i.e., Fall Housing Report, End of Year Report, Report Card Information Report, EIS and help maintain student breakfast and lunch count/order.
- Prepare agenda and documentation each month for Board meetings. Coordinate the receipt of Board meeting documentation, assemble and distribute such documentation to Board members, administrators, media, etc.
- Attend Board meetings, take minutes of proceedings, obtain signatures for documents, and maintain the official Board Meeting minutes for the district.
- Prepare and process necessary documents regarding board member elections.
- Coordinate the district's food service program, work with district vendor and complete all necessary reporting to vendor, district and State of Illinois.
- Perform the usual office routines; and assist superintendent with any and all unexpected projects that arise.
- Maintain general office files.
- Other duties as assigned.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Rockdale School District 84.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

260 days; 8 hours per day

Board approved Vacation Days

Completion of mandated training

FLSA Non-Exempt

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date