

## **Administrative Secretary to the Assistant Superintendent**

*Reports to: Assistant Superintendent*

### **Qualifications**

- Education: Bachelors Degree, preferred.
- Experience: Office management experience. Expertise in computer skills (Word, Excel), typing, note-taking, and correspondence. Excellent grammar and proofing skills. Personable communication skills.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

### **Essential Functions**

1. Establish, organize, and maintain files and records.
2. Assist the Assistant Superintendent in the completion of tasks, projects, and reports.
3. Keep the Assistant Superintendent aware of meeting schedules and report deadlines.
4. Keep all office business confidential.
5. Organize office work and records to include teaching certificates, discipline reports, residency, and MSIP/CSIP.
6. Assume the responsibility for the completion of special projects.

*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.*

### **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### **Attendance**

Consistent and regular attendance is an essential function of this position

*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.*

### **Evaluation of Performance and Employment**

An annual evaluation of performance will be conducted by the Assistant Superintendent.

### **Type of Position**

12 months, Non-exempt

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