

**Job Title:** Administrative Assistant – Director of Schools

**FLSA Exemption Status:** Non-Exempt

**Term:** 260 days

**Minimum Qualifications:**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Knowledge of Excel, Word, and some experience working with budgets; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To perform duties as deemed necessary by the Director of Schools

**Responsibilities and Essential Functions:**

1. Screen calls and messages for the Director of Schools
2. Handle correspondence for the Director of Schools;
3. Maintain records and filing system;
4. Organize and distribute mail received by the Director of Schools;
5. Communicate with the State Department of Education, regional office and others on behalf of the Director of Schools; and
6. Perform other related duties as deemed necessary by the Director of Schools.

**Specific Job Requirements**

1. Good interpersonal skills.
2. Excellent organizational skills.
3. Proficient in verbal and written communication.
4. Proficient computer skills – including excel and word as well as experience with budgets.
5. Respect for confidentiality of information.
6. Ability to use time wisely.
7. Represents organization in a positive manner.
8. Enthusiasm.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.

5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Working Conditions:**

Typical work year begins July 1 and extends through the following June 30th. Works in a normal office environment. Typical hours are expected to be from 8:00 am through 4:00 pm

**Reports To:** Director of Schools

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

