

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### BILINGUAL STAFF ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with post-secondary business / secretarial skills training or equivalent work experience.
- (2) Seven (7) years successful secretarial / clerical experience.
- (3) Type 60 WPM.
- (4) Computer proficiency, specifically e-mail, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- (5) Fluent in English and Spanish, both written and verbal.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good communication skills. Good interpersonal skills. Broad basic math background. Excellent organizational skills. High tolerance for stress. Confidentiality. Knowledge of software. Ability to interact positively with others.

**REPORTS TO:**

Director of Education Transformation Operations

**JOB GOAL**

To provide clerical assistance to the staff of the Education Transformation Office.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

## STAFF ASSISTANT (Continued)

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \* (1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies, and data entry as needed.
- \* (2) Oversee the confidential fax machine.
- \* (3) Clock in all leave forms and verify complete data.
- \* (4) Take notes at meetings conducted by the Director of Education Transformation Operations, transcribe and distribute.
- \* (5) Complete purchase orders generated by School Improvement Grant (SIG) schools.
- \* (6) Complete monthly payroll and expense vouchers for School Improvement Grant (SIG) schools and Education Transformation Office employees.
- \* (7) Compose monthly budget reports for expenditures related to all School Improvement Grant (SIG) schools.
- \* (8) Maintain meeting schedules for all Education Transformation Office employees.
- \* (9) Complete travel arrangements for all Education Transformation Office employees.
- \* (10) Provide translation services, both written and verbal, for all Education Transformation Office communication.

#### Employee Qualities / Responsibilities

- \* (11) Maintain confidentiality of student and personnel information as well as District information.
- \* (12) Report to work punctually and regularly.
- \* (13) Exhibit positive attitude toward work and others.
- \* (14) Maintain sensitivity to internal political changes.

#### System Support

- \* (15) Attend all regular School Board meetings for school improvement actions and other areas as needed.
- \* (16) Prepare payroll for the extended day at all School Improvement Grant (SIG) schools.
- \* (17) Transmit report letters to Department of Education (DOE) after each Instructional Audit.
- \* (18) Maintain the Education Transformation Office's social media sites.
- (19) Perform other duties as assigned.

\*Essential Performance Responsibilities