

**POPE COUNTY CUSD #1
JOB DESCRIPTION**

TITLE: District Administrative Assistant

PAY SCHEDULE: Unit Secretary

WORK HOURS: 7.5 hrs./day @ 12 months

QUALIFICATIONS:

- Good physical health to perform regular lifting up to 10 lbs. and occasional lifting up to 25 lbs.
- Visual concentration skills involving detail, dexterity and precision
- Demonstrated aptitude or competence for assigned responsibilities
- Strong organizational, analytical and computational skills
- Knowledge of general bookkeeping procedures and the ability to maintain accounting ledgers
- Skill in operating general office machines
- Ability to write routine reports and correspondence
- Ability to read, interpret, explain and follow rules, regulations, policies, and procedures
- Strong oral and written communication skills including: correct English usage, grammar, spelling, punctuation, and vocabulary
- Ability to type at an acceptable rate of speed
- Ability to set up and maintain an accurate filing system
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with students, parents, staff and the general public
- High school diploma or equivalent with five years of clerical experience, preferably in a school district setting, with executive secretarial experience preferred, or such alternatives as the Board may find appropriate

REPORTS TO: Superintendent

JOB GOAL: To assist the superintendent with tasks necessary for the efficient operation of the district.

MAJOR RESPONSIBILITIES AND DUTIES

- Assists the superintendent in general administrative operations
- Communicate with school board members per superintendent's directions
- Attend school board meetings and take minutes
- Prepare minutes for school board meetings and maintain school board records

- Work with superintendent to prepare school board agenda and all packet material for meetings and distributes board packets to all necessary parties
- Maintains an accurate file of board of education material packets
- Distributes all board agendas and other board related items such as public notices and job vacancies to the media and posts in locations in both schools
- Take incoming phone calls for superintendent and school board
- Be a Notary Public for unit office
- Screen and route incoming mail
- Place orders for materials and make sure they are distributed to appropriate staff
- Schedule reservations and place registrations as required for staff to attend conferences, conventions, meeting, etc.
- Maintain an orderly filing system
- Obtain, gather and organize pertinent data as needed
- Assist the superintendent with ISBE reporting requirements through IWAS by either maintaining, researching, filing, relaying or completing information necessary
- Assist the superintendent with the writing of annual grants such as the Early Childhood Grant
- Serve as the Freedom of Information Act and Open Meetings Act officer for the district
- Responsible for filing all e-rate materials and maintaining appropriate documentation
- Work with bookkeeper to track, code, list and pay all district bills and maintain an accurate file for such bills
- Performs related duties as assigned by the superintendent in accordance with the school policies and practices