

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Administrative Assistant to the Assistant Superintendent and Technology Director**

### **Position Description**

**LOCATION:** Central Office

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 7

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Assigned Director

#### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs a variety of complex administrative duties and provides support to the administrative personnel. Processes and transmits information to school personnel and other organizations.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as administrative assistant to the Assistant Superintendent for Administration and Director of Technology, greeting visitors and answering the telephones, providing information; keyboarding correspondence, and related matters; preparing and maintaining files and records;
- Prepares general correspondence, memorandum, reports, contracts, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Answers correspondence as directed by supervisor;
- Communicates orally and in writing effectively with school personnel, parents, and the general public;
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Collects and prepares data for records and reports;
- Maintains records and generates appropriate reports;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;

- Processes personnel forms and requests;
- Performs multi-pragmatic tasks successfully;
- Attends meetings and takes notes of minutes; processes documents and other materials as needed;
- Maintains knowledge of current laws and county policies/procedures affecting the office or school division;
- Receives, sorts and processes mail;
- Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.;
- Supplies routine information to staff members, building administrators, and others;
- Assists and trains other clerical personnel, as necessary;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintain and update Warren County Public Schools Policy Manual as revised by VSBA and Warren County School Board. Revisions must be made on WCPS board docs.
- Submit reimbursements and maintain appropriate records for Grant funding etc;
- Serve as the immediate contact for the home schooling program, distribute information to home schooling parents and maintain records on individual students;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Maintains confidential information of office related information;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by administration in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of agency programs and policies; ability to keyboard or word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by

courses in office practices/procedures and extensive clerical and secretarial experience.

**SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

**PHYSICAL DEMANDS/REQUIREMENTS**

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

**EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the supervisor