

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Administrative Assistant to the Superintendent Position Description

LOCATION: Central Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 7

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Division Superintendent or Designee

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs a variety of complex administrative duties and provides support to the administrative personnel, including state and federal reporting for the school district.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

- Serves as administrative assistant to either/or the Superintendent, Assistant Superintendent for Administration, a division Director, or Principal; greeting visitors and answering the telephones, providing information; keyboarding correspondence, and related matters; preparing and maintaining files and records;
- Supervises the Alternative Education Programs which includes High School, Jr. High School and GED.
- Participate in Child Study Committee and follow-up on recommendations assigned and action items.
- Meet with parents to discuss attendance issues, discipline issues or other issues requiring corrective, preventative or remedial action by students.
- Advise incoming students and parents of Alternative Program requirements, procedures and other administrative matters during students' participation in the program.
- Prepare grant requests and end of the year reports and reimbursements.
- Responsible for employment, promotion and termination recommendations for departmental employees.
- Research, coordinate and prepare the annual Crisis Management Plan.
- Research and prepare the annual Affirmative Action Plan and all interim plan adjustments and modifications.
- Accompanies appropriate local, state and federal building and system authorities and inspectors.
- Prepares and controls operation budget for programs administering.
- Supervises the Truancy Officers and offers support by attending meetings and making court appearances.

- Research and prepare the annual Safety Audit.
- Perform other duties and responsibilities as assigned.

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