

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution; or six (6) years of job related experience may substitute for a Bachelor's Degree.
- (2) Minimum of two (2) years successful work related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, State Board of Education rules and School Board policies. Ability to interact effectively with educators and the public. Ability to handle difficult or sensitive issues appropriately and confidentially. Ability to use a computer. Ability to organize and prioritize.

REPORTS TO:

Superintendent or District Administrator

JOB GOAL

To assist the Superintendent or District Administrator and support the District.

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. 05

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Collect requests for placement on the School Board agenda.
- * (2) Prepare and disseminate agendas for School Board meetings.
- * (3) Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
- * (4) Work closely with the Attorney to prepare materials for litigation and maintain legal files.
- * (5) Serve as the Superintendent's designee as custodian of School Board records.

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
AND SCHOOL BOARD (Continued)**

- * (6) Record and transcribe minutes of School Board meetings and other meetings for the Superintendent.
- * (7) Maintain index of School Board minutes.
- * (8) Prepare detailed correspondence initiated by Superintendent.

Employee Qualities/Responsibilities

- * (9) Interact positively and effectively with school, public, and District personnel.
- * (10) Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- * (11) Demonstrate strong work ethics.
- * (12) Demonstrate initiative in recognizing needs and take appropriate action.
- * (13) Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

System Support

- * (14) Represent the Superintendent and/or Designee at meetings or events as requested by the Superintendent.
- * (15) Serve as liaison between the Superintendent's office, the schools, and the public.
- * (16) Demonstrate support for the District's goals and priorities.
- * (17) Prepare required reports in a timely manner and maintain accurate and thorough records.
- * (18) Assist the Director of Facilities with the coordination of the telephone systems for the District.
- * (19) Perform other duties as assigned.

*Essential Performance Responsibilities