

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Superintendent

QUALIFICATIONS

1. High school diploma.
2. Exceptional people skills.
3. Strong computer skills and knowledge of office equipment.
4. Strong written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work under the stresses of interruption and varying schedule.
7. Ability to work without constant supervision.
8. Previous secretarial experience.

REPORTS TO Superintendent

JOB GOAL To assist and relieve the superintendent of paperwork and daily routines.

PERFORMANCE RESPONSIBILITIES

1. Performs the usual office routines and practices.
2. Assists in welcoming visitors and arranging for their comfort.
3. Assists in answering telephone and routes call or handles appropriately.
4. Transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
5. Schedules meetings as necessary.
6. Obtains, gathers and organizes pertinent data as needed and puts same into usable form (such as certified enrollment, BEDS, affirmative action).
7. Maintains a regular filing system as well as a set of locked confidential files.
8. Processes incoming and outgoing correspondence as necessary.
9. Performs any bookkeeping tasks associated with the specific position.
10. Prepares contracts for district certified employees.
11. Works with AEA and district employees on special education rosters, levels, etc.
12. Prepares board packets.
13. Prepares necessary rosters to include district committees, inclement weather phone trees, certified substitute list, etc.
14. Maintains master personnel database.
15. Maintains all open enrollment data.
16. Works with superintendent and business manager in preparing necessary state reports. Assists other district secretaries as necessary with office procedures.
17. Attends meetings as necessary.

18. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
19. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on January 1998

Revised December 11, 2006