

TITLE: Administrative Assistant

QUALIFICATIONS:

1. Comprehensive knowledge of office procedures and district protocols
2. High proficient computer skills
3. Ability to deal with stress, interruptions, and confidential information
4. Advanced organizational skills
5. NCLB Highly Qualified Status

REPORTS TO: Business Manager

JOB GOAL: To provide secretarial support to the Superintendent and Business Manager

RESPONSIBILITIES:

1. Provides secretarial support for Superintendent's and Business Offices.
2. Maintains personnel and professional growth files.
3. Performs District's background checks on personnel.
4. Maintains school census records and prepares required reports.
5. Compiles, completes, and submits NDE required reporting.
6. Compiles and completes data entry for district testing.
7. Provides logistical support during district testing.
8. Compiles and completes reading data.
9. Maintains the school inventory database.
10. Keeps current all Board Policy information.
11. Annually updates personnel handbooks, curriculum guidelines, etc.
12. Assists with monthly Board agenda packet as directed.
13. Assists Transportation Supervisor in keeping bus routes, maps, and activity trip assignments current.
14. Monitors weather conditions effecting bus activity routes (Buffalo Watch).
15. Compiles, completes and distributes supply orders.
16. Assigns purchase order numbers, places orders, and maintains a record of all orders.
17. Maintains and keeps current the district facilities calendar.
18. Coordinate arrangements for approved district travel.
19. Coordinates and assists with special assignments as required.
20. Administer the PowerAnnouncement mass notification system.
21. Serve as an administrator for district online and social media outlets.
22. Cross-trains in essential support functions.
23. Other duties as assigned by the Superintendent and/or Business Manager.
24. PowerSchool Administrator for the district.
25. Administers District Website.

ESSENTIAL FUNCTIONS: Sound judgment, professional discretion, and individual initiative

TERMS OF EMPLOYMENT: Twelve months; salary to be determined by *Classified Employee Hiring Salary Schedule*

EVALUATION: Performance of this position will be evaluated annually by the Business Manager