



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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**Position Title** Administrative Assistant to the Superintendent of Schools  
**Reports To** Superintendent  
**Level/Grade**  
**Type of position:**  12 Month  10 Month  Contractor

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### Qualifications

Experience or education with a concentration on the application of secretarial principles and practices.

### Essential Duties and Responsibilities *(other duties may be assigned)*

- Schedules appointments for the Superintendent
- Screens telephone calls for the Superintendent
- Assists telephone callers for the Superintendent whenever possible
- Greets visitors and screens unexpected callers
- Opens, organizes, and reviews the Superintendent's daily mail; handling various inquiries/requests when appropriate
- Composes correspondence for the Superintendent's signature
- Coordinates meetings and makes arrangements for refreshments and/or special accommodations, when necessary
- Assists the Superintendent in preparation of School Committee agendas and compiles packets
- Maintains School Committee minutes book
- Maintains School Committee policy book
- Maintains all files, including all personnel files
- Maintains substitute teacher files and calling list
- Maintains coaching and extra-curricular lists
- Maintains personnel data base
- Records attendance for administrators
- Prepares recruitment notices for newspaper advertisements; sets up interviews

### Supervises

N/A

### Skills Required

- Ability to read, analyze, and interpret general business correspondence and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

#### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

#### **Education Requirements**

Specialized Training and/or Associates Degree

#### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 6/20/2008

**Revised Date:** 8/1/2014

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*