



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title Administrative Assistant to the Assistant Superintendent

Reports To Assistant Superintendent

Level/Grade

Type of position: 12 Month 10 Month Contractor

The administrative assistant serves as the confidential assistant to the Assistant Superintendent's office, which oversees, manages, and assesses educational programs and services for the district and plans, develops, and implements functions related to curriculum, instruction, staff training, and grants. The Administrative Assistant oversees and administers the day-to-day activities of the Assistant Superintendent's office and all matters pertaining to the office.

Qualifications

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

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

- Maintains confidentiality of privileged and sensitive information.
- Performs research on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature
- Ability to communicate effectively, both orally and in writing
- Manages the calendar for the Assistant Superintendent coordinates, arranges, and confirms meetings, conferences, and appointments; screens requests for appointments; schedules meetings; attends meetings to maintain up-to-date knowledge of activities; takes and maintains minutes of meetings and distributes applicable information to departments/directors; maintains department/calendar of activities and events; creates and maintains a wide variety of general and specialized files.
- Assists with formal complaint processes; distributes formal complaint information and packets as requested; maintains records of forms sent out and tracks timelines for response; maintains files of complaints received and responses sent; works with complainants and District staff to assist in resolving complaints; researches complaints and prepares formal responses.
- Acts as liaison between the Assistant Superintendent, district and building administrators, staff, and the public in a confidential and supportive manner.
- Handles telephone and email inquiries in an appropriate and timely manner
- Greets visitors and screens unexpected callers.
- Opens, organizes, and reviews the Assistant Superintendent's daily mail, handling various inquiries/requests when appropriate.
- Composes correspondence for the Assistant Superintendent's signature
- Coordinates meetings and professional development sessions and makes arrangements for refreshments, equipment, materials, room set-up, and/or special accommodations when necessary
- Thorough knowledge of district policies
- Maintains home instruction files and database and any communication related to this work
- Maintains student teacher database, ensures colleges and universities have up-to-date background checks for all students
- Maintains McKinney-Vento database between McKinney-Vento Liaisons, transportation, and schools and maintains confidential student information in the student information system
- Communicates with higher education representatives and other partners for student teacher placements, internships, and observation requests
- Assists finance department with local, federal, and state grant budgets

- Assists in the creation and maintenance of necessary copies of records of federal, state, and competitive grants and budgets
- Assists in the coordination of school programs and district-wide committees overseen by the Assistant Superintendent (summer school, mentoring, etc)
- Maintains committee stipend forms and tracking of payments
- Orders materials
- Creates publications for various events and workshops
- Coordinates the assembly of curriculum guides and other large publications
- Coordinates and maintains the student homebound tutoring program
- Successfully completes all other duties assigned by the Assistant Superintendent

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.
- Ability to perform under stress and assist others in stressful and/or emergency situations

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 represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 Associate's Degree

Terms of Employment

Work year, salary, and benefits established by the Superintendent

Creation Date: 3/14/2006

Revised Date: 8/1/2014; 9/15/2023

The information contained in this job description is for compliance with the Americans 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.