

JOB DESCRIPTION

TITLE: **Administrative Assistant to the Assistant Superintendent**

QUALIFICATIONS:

1. Three years successful office experience or college degree in office management.
2. High degree of proficiency in office procedures/bookkeeping, keyboarding, office equipment operation, maintenance, business machines & computer software programs.
3. Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments.
4. MOUS Certification as determined by the Administration and/or knowledge and practical experience in Microsoft Word, Excel and Access.
5. Excellent public relations skills including courteousness, tact and good verbal communications.
6. Good health, attendance, and high moral character.
7. Maintain respect at all times for confidential information.
8. Ability to maintain self-control and complete tasks with frequent interruptions.
9. Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.
10. Familiar with networks and data backup procedures.

REPORTS TO: Assistant Superintendent of Schools

JOB GOALS: To assure the smooth, efficient and accurate operation of the Personnel Office for maximum positive impact on the educational system.

PERFORMANCE RESPONSIBILITIES:

Performs all general duties of a school/administrative office, including, but not limited to the following:

1. Working knowledge of a variety of office equipment including computers and the capacity to adapt to various programs that run an efficient office system.
2. Prepare correspondence, reports, notices, recommendations, personnel directory, bids and contracts.
3. Obtain, gather and organize pertinent data as needed and put it into usable format, such as seniority lists for all groups, evaluation documents, and year-end liability report.

4. Maintain a regular filing system including confidential files.
5. Perform bookkeeping tasks associated with the Personnel Office.
6. Welcome visitors and schedule appointments.
7. Ability to prioritize workload.
8. Keep track of all employee attendance, run year-end reports as well as set up of new year accruals.
9. Keep records for MIOSHA, workers' compensation claims, report same.
10. Work together with unions in preparation for District Retirement dinner.
11. Gather information and prepare REP report for the State Department of Education.
12. Backup employee to the Subfinder System.
13. Proficient in all current district standard software as listed on the web site. (List School District website where software is listed).
14. Proficient in web page design, creation & publishing.
15. Perform other duties as may be assigned.

TERMS OF EMPLOYMENT: 12 months per year.
Eight (8) hours per day

EVALUATION: Annually, by the Assistant Superintendent