

## **JOB DESCRIPTION**

**TITLE:**            **Administrative Assistant to Board of Education**

**QUALIFICATIONS:**

1. Associate's degree in Business/Office Administration, bachelor's degree preferred.
2. Five year's prior work experience in related field.
3. High degree of proficiency in office procedures, typing and machines.
4. Must maintain confidentiality at all times.
5. Two year's accounting or bookkeeping experience required.
6. Knowledge and practical experience regarding computer skills, including Microsoft Word and Excel Programs.
7. Ability to work independently and make decisions in accordance with established policies and regulations.
8. Familiar with networks and data backup procedures.
9. Good health, high moral character and good attendance record.
10. Polite, courteous and tactful with the public.
11. Such other qualifications as the Board of Education deem acceptable.

**REPORTS TO:**            Superintendent of Schools

**JOB GOALS:** To assure the smooth, efficient and accurate operation of the Superintendent of School's office.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare correspondence for Superintendent and Board.
2. Recording Secretary at Board meetings as well as selected hearings.
3. Prepare minutes for regular and closed session meetings of the Board.
4. Index and maintain index file of Board minutes.
5. Prepare preliminary, revised and final agenda for Board meetings; prepare agenda, agenda substantiation, and backup materials for Board packets.
6. Organize all aspects of regular and special school elections, including ordering of election materials.
7. Prepare, mail and collect signed contracts with government units for regular elections and prepare contracts for use of buildings for elections.
8. Work closely with township clerks to determine type of ballots to be used, order ballots, proofread drafts and deliver to precincts at appropriate time for absent voter voting.
9. Order and distribute election supplies for all precincts for absent voter voting.
10. Prepare correspondence sent to all precinct workers with assignment and pay scale, maintain current list of precinct workers who will be working election, and process paperwork for payment of workers.
11. Conduct pre-election organizational meeting with precinct chairpersons/precinct workers, and distribute election supplies for Election Day duties.
12. Maintain Township registration cards for election.
13. Sort election materials day after election, and have them delivered to County Clerk.
14. Handle nominating petitions for candidates distribute instructions to candidates, and have petition signatures checked for authentic petitioners.
15. Process and transmit all necessary paperwork to school attorney relating to elections.
16. Receive and process applications for Schools of Choice students, and explain process to applicants.

17. Maintain records and send notification to our schools, sending schools, parents, and ISD for Schools of Choice applicants.
18. Prepare parental agreement for signature and collect when signed for Schools of Choice applicants.
19. Solicit news articles; prepare school newsletter.
20. Distribute District newsletter to Staff, Board, Media, Community Communications Link Committee, and Retirees.
21. Maintain policies, administrative guidelines, and form manuals for Superintendent, Assistant Superintendent, and office book.
22. Maintain current mailing list for Communications Link Committee.
23. Prepare and mail documents to Communications Link Committee, as directed by Board Committee.
24. Maintains calendar and schedules meetings for groups in the Board Room, and conference room.
25. Prepares multiple brochures for bond or millage elections.
26. Prepares booklets as directed by the Superintendent (District Strategic Plan, Report to the Board from the District Building Committee, Grant for Community Education on Drug Abuse).
27. Maintains appropriate graphic files for brochures and booklets.
28. Prepares reports as necessary.
29. Arranges registration for overnight lodging for Superintendent and Board as necessary for conferences.
30. Prepares preliminary schedule of Board meetings for the year: date, time and place.
31. Post special meetings of the Board.
32. Maintains communication with City Clerk's office on use and scheduling of their facility for committee and Board meetings.
33. Communicates with TV station to schedule televised Board meetings.
34. Maintains permanent records of Board meeting minutes, personnel directories, permanent election materials, and Asbestos Hazard Emergency Response Act Notebook (AHERA).
35. Prepares class size documents of all buildings and grades.
36. Sorts and transmits student accident reports to insurance carrier monthly.
37. Civil Rights compliance review: accumulating material, sorting, typing, etc.
38. Prepares forms, coordinates Board member schedules helps tabulate scores for Superintendent evaluation process.
39. Prepares preliminary schedule of all meetings for Management Team, Management Council, Elementary Principals, and School Improvement Committee Meeting.
40. Prepare organizational chart.
41. Communicates with National Office Products to receive maintenance on copy machine, and keeps paper and toner on hand for use by building and district staff.
42. Proficient in all current district standard software as listed on the web (List School District website where software is listed).
43. Proficient in web page design, creation & publishing.
44. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:** 12 months per year; eight (8) hours per day; per Non-Union Compensation Guide

**EVALUATION:** Annually, by the Superintendent of Schools