**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**TITLE:** **Administrative Assistant**

**GRADE LEVEL: III**

**QUALIFICATIONS:** High school graduate, business or other college training, demonstrated successful work experience, and minimum five years with the following secretarial skills:

Typing, filing, familiarity with word processing machine, better than average skills in language, written and oral, and desirous of producing high quality work with minimum of supervision. High level of responsibility and self-motivation. Ability to work with other people is essential to success in this position. Demonstrated ability to meet and effectively deal with the general public in a courteous manner.

**REPORTS TO:** Superintendent and Assistant Superintendent for Administrative Services

**JOB GOAL:** To execute the tasks assigned by the Superintendent and Assistant Superintendent in an efficient, prompt, and accurate manner, and assist in the performance of the duties of both.

**PERFORMANCE RESPONSIBILITIES:**

1. Type correspondence and materials presented: agendas, minutes, letters, memos, reports, affidavits, surveys, News Notes, and mileage and per diem expense sheets for Board members.

2. Prepare for School District/ISD Board of Education meetings (agenda, minutes, and folders containing reports and miscellaneous information).

3. Regularly attend monthly School District/ISD Board of Education meetings and special meetings (as requested by the Superintendent). Assist in preparation of Board meeting minutes for the Superintendent and place signed copy in official Minute Book after acceptance at Board meeting. Note Board action items in the Board Minutes Index.

4. Prepare agenda and materials for School District/ISD Council meetings.

5. Process annual contracts and letters of employment for administrators, supervisors and coordinators as authorized by the Board.

6. Maintain and distribute updates of the School District/ISD Policy Book.

7. Work with School District/ISD School Boards Association, including the processing of agendas and minutes, and local school district Board member information, when requested by its President.

8. Collect and compile school calendar information for distribution to staff, superintendents and organizations.

9. Maintain and distribute copies of Master Agreements to transportation, professional, and para-professional association members, and administration.

10. Distribute information to Michigan Negotiators Association Board members.

11. Maintain travel records for Council members.

12. Telephone - receive and execute messages, fan-out messages, etc.

13. Clip and file newspaper articles pertaining to School District/ISD and local school district functions, meetings, and personnel activities.

14. Control administrative information arriving through the mail for Superintendent, Assistant Superintendent, Council, and Board, including FAX messages.

15. Control room arrangements for Board, Council, and Superintendents Advisory Committee meetings, and any other meetings called by the Superintendent or Assistant Superintendent.

16. Perform work as required and directed by the Superintendent and Assistant Superintendent, and occasionally by other administrators when cleared by or in the absence of the Superintendent or Assistant Superintendent.

17. Other duties as assigned.

**TERMS OF EMPLOYMENT:** Twelve-month work year. Salary and benefits as established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated by the Superintendent.

Reviewed and agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date