

- Job Title:** Administrative Assistant
- Reports To:** Office Manager and Superintendent
- Supervises:** Not Applicable
- Job Goal:** To support increased student achievement by providing efficient secretarial services to the district's administrative office.
- Employment:** Hourly wage to be determined by the Board of Education. At-will for the first year of employment. Employment will be considered annually after the first year of employment. Position is for 260 days and is non-exempt under FLSA status.
- Requirements:** High school diploma, (Some college preferred, but not required.) effective written and oral communication skills, good interpersonal and office management skills, and must have the ability to complete assignments with minimal supervision and to work under pressure to meet demanding deadlines.

GENERAL RESPONSIBILITIES: These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

1. Provide department manager with appropriate meeting materials; compose and edit correspondence, memoranda and forms required of the department; prepare agendas for meetings, school board preparation items and other documents as required;
2. Maintain spreadsheets for projects; process requisitions;
3. Manage multiple tasks efficiently and effectively in stressful situations;
4. Handle emergency situations and notify appropriate personnel of resolution; serve as liaison for the administrator with other district staff and the public;
5. Ensure the smooth and efficient operation of the department by performing a variety of complex secretarial and administrative duties;
6. Serve as secretary with minimal direction and maintain an efficiently operating office;
7. Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employees, officials or departments when warranted;
8. Assist with file maintenance;
9. Maintain office equipment and inventory cabinets in an orderly manner for department use;
10. Maintain appointment calendars;
11. Compose and edit correspondence, memoranda and forms required of the department;
12. Prepare agendas for meetings and other documents as required;

13. Prepare appropriate reports and paperwork as requested;
14. Use effective positive interpersonal communication skills; and
15. Perform other tasks or services consistent with this position.
16. Complete all student enrollment processes to include meeting with parents and students new to the district, explaining and providing enrollment forms and processes, collecting enrollment forms, and entering student data into Infinite Campus;
17. Complete all student transfer processes to include meeting with parents and students seeking transfers, explaining and providing transfer forms and processes, collecting transfer forms, and entering student data into The WAVE;
18. Validate all students related to student testing numbers assigned by the State Department of Education;
19. Enter, manage, and track all personnel leave records on Municipal Accounting Systems;
20. Maintain, provide, and track applications, finger print cards, and background authorizations for employee candidates;
21. Develop and maintain a current substitute call list with approved substitutes;
22. Assist the Activity Fund Custodian by counting money and making deposits;
23. Sort incoming mail and certify and take outgoing mail to post office on a daily basis;
24. Direct telephone calls to appropriate areas and take messages for the Superintendent;
25. Distribute and send faxes as needed;
26. Fill the administration copier with paper and toner and maintain an inventory of toner for all buildings;
27. Receive and inventory UPS and FED-X deliveries and have appropriate departments pick-up deliveries;
28. Answer calls on the radio regarding maintenance and transportation issues;
29. Coordinate monthly arrangements for the Merchant's Luncheon;
30. Maintain Superintendent's appointments as needed;
31. Maintain confidentiality as required and appropriate; and
32. Perform other duties and responsibilities as may be required by the Superintendent of Schools.

Sperry Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.