

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

NOTE: This job description applies to, but is not limited to the staff in the following offices, who may be referred to as secretarial, clerical and/or administrative assistant staff: Superintendent's Office, Business Office, Director of Professional Development, Curriculum & Instruction, Principal's Office, Vice Principals' Offices, Attendance Office, Special Services Office, Guidance Office, Athletic Office, Food Services Office

QUALIFICATIONS:

1. High school diploma
2. Demonstrated computer proficiency
3. Executive/Confidential secretarial experience preferred
4. Organizational/time management skills
5. Ability to deal with public & staff
6. Ability to deal with multiple tasks/duties
7. Thorough knowledge of general office procedures, office practices, office machinery, word processing, computer applications, general accounting and other general office tasks.
8. Ability to establish priorities, work efficiently and accurately, follow directions, and successfully complete tasks in a timely fashion.
9. Such alternatives to the above qualifications as may be appropriate, or as may be specific to the individual position.

REPORTS TO:

District administrator or supervisor who oversees the department.

JOB GOALS:

Assist administrator or supervisor with the day-to-day operation of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Promote and manage an efficient educational/administrative office.

2. Provide consistent, organized support to the office administrator.
3. Initiate and independently execute procedures, projects and research that support the office function, with the administrator's/supervisor's approval.
4. Create an office atmosphere that promotes positive public relations and establishes good working relationships with other office support staff, school staff, the public and other governing agencies.
5. Perform all clerical duties: typing; answering telephones; scheduling meetings and appointments; maintaining the administrator's calendar, if requested; opening of all mail received, to be date stamped and distributed as directed.
6. Possess the ability to write clear and concise memoranda, directives or letters without close supervision.
7. Maintain manuals, prepare formal documents for distribution as directed, and research information as needed.
8. Maintain confidentiality and integrity of the office with matters pertaining to, but not limited to litigation, student matters, staff matters, negotiations, medical reports, etc.
9. Prepare reports, communications, and other documents as directed by the administrator/supervisor.
10. Update, maintain, establish and implement database systems pertinent to the office.
11. Handle delegated administrative directives, requests for information, and other matters brought to the office.
12. Carry out instructions with minimum supervision.
13. Advise the administrator/supervisor immediately of any problems, concerns, and situations that may have an impact on the district's smooth operation.
14. Draft, review, and edit routine correspondence for the administrator's or supervisor's signature.
15. As the administrator's or supervisor's representative, receive the public in person and by telephone, channeling inquiries, and answering questions in a knowledgeable manner.
16. Prepare and compile reports as required by the State, County, and other reporting agencies and maintain or monitor the maintenance of information for the reports.

17. Maintain, if requested, the appointment calendar of the administrator/supervisor and schedule meetings as directed.
18. Maintain office files and records.
19. Demonstrate willingness to be flexible in adjusting to new situations, environments, and personalities as well as a willingness to learn and expand skills as needed.
20. Perform any and all other duties that may be assigned by the administrator, or are specific to the department where the Administrative Assistant is assigned.

TERMS OF EMPLOYMENT:

Ten (10) or Twelve (12) month position; salary and work year established by the Board of Education.

ANNUAL SALARY:

To be established by the Board of Education.

EVALUATION:

This position will be evaluated in accordance with Board of Education policies.

REVISED:

April 26, 2017