

**JOB DESCRIPTION**

Position Title: **ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

Responsible To: Superintendent  
Assistant Superintendent

Basic Function: To assist the Superintendent and Assistant Superintendent with tasks necessary for the efficient operation of the district.

**Performance Responsibilities:**

1. Perform a wide variety of specialized and responsible duties independently in support of the Superintendent and Assistant Superintendent; interpret and apply district policies and procedures as appropriate; perform duties to assist Superintendent and Assistant Superintendent with administrative detail as appropriate.
2. Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness, and compliance with established procedures; prepare reports; input and retrieve data in computer systems as required.
3. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
4. Schedule meetings, conferences, conventions and appointments for the Superintendent and Assistant Superintendent; maintain calendars, arrange travel accommodations as necessary.
5. Receive, process, and route the Superintendent's and Assistant Superintendent's mail.
6. Coordinate the publication of various brochures and district news. Identify activities in the schools and publicize as requested by the Superintendent.
7. Assist the Superintendent and Assistant Superintendent in developing and maintaining communications between district staff, community, and himself/herself.
8. Report regularly to the Superintendent on any developments or problems within the district coming to his/her attention and requiring the Superintendent's or Assistant Superintendent's awareness or action.
9. Compile and duplicate informational documents for materials relevant to each meeting of the Board of Education. Prepare materials contained in the board packet as necessary and distributes documents. Maintain accurate and current file of board of education material packets.

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10. Work with the Superintendent to prepare the agenda for each board meeting (regular and special meetings) and distribute to media and all schools within the district in compliance with Kentucky Revised Statute regulations.
11. Prepare and distribute all response correspondence from material contained in the board packet as necessitated by the actions taken during each board meeting.
12. Streamline office procedures and paper flow.
13. Research, analyze, and prepare information as needed for other administrators/directors within the district as directed by the Superintendent or Assistant Superintendent.
14. Perform related duties as assigned.

#### **Knowledge of:**

- Principles, practices, and procedures utilized in an administrative office
- District organization, operations, policies, and objectives
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Telephone techniques and etiquette
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

#### **Ability To:**

- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent and Assistant Superintendent
- Compile and prepare agendas for management and other meetings
- Read, interpret, explain and follow rules, regulations, policies, and procedures
- Establish and maintain a variety of complex and confidential files and records
- Compose effective correspondence independently
- Operate a variety of office equipment including a networked personal computer
- Establish and maintain cooperative and effective working relationships with others
- Utilize software applications
- Analyze situations accurately and recommend an effective course of action

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- Exercise independent judgment in assisting the Superintendent and Assistant Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of district policies and procedures
- Understand and work within the scope of authority.
- Meet schedules and time lines
- Work confidently with discretion
- Maintain confidentiality

#### **Minimum Qualifications:**

- Any combination equivalent to: High school diploma, GED Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **Terms of Employment:**

Salary and work year to be established by the board of education.

#### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

Approved by Franklin County Board of Education

Date: 5/5/14

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