

Bright Local Schools

Job Description

Title: Administrative Assistant to Superintendent/Treasurer and Special Services

Reports to: Superintendent/Treasurer/Special Services Coordinator

Terms of Contract: 211 days

Job Objective: Provides administrative support services that support the effective management of central office and special services operations.

Minimum Qualifications:

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Understands and maintains that confidentiality is paramount for this position. Accepts responsibility for decisions and conduct. Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Prior administrative office work experience is preferred.
- High school diploma or equivalent.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Consistently dependable and flexible.
- Record maintenance skills. Ability to accurately compute and record data.
- Proficient in office protocols, data entry, spelling, proofreading, and correct use of grammar.
- Possess computer knowledge and skills (document, spreadsheet, presentation, publisher).
- Ability to organize and establish priorities while efficiently performing routine office requirements.
- Work Independently and within deadlines.

Performance Responsibilities:

Central Office:

- Provides administrative support services. Takes the initiative to perform routine tasks independently.
- Advances the district's professional image. Maintains open/effective communications.
- Answers and directs phone calls. Performs duties of receptionist while maintaining a pleasant attitude.
- Assist with the collection of daily cash receipts. Delivery of district deposit receipts to the bank daily.
- Will be cross-trained in payroll processing duties to serve as an emergency backup to Payroll Clerk.

- Processes mail. Faxes, scans, and copies documents.
- Maintains confidentiality of privileged information. Cross-trains with other office staff and assists with unexpected/urgent situations.
- Assist with preparing and distributing agendas for all Board of Education meetings. Compiles pertinent information in preparation of meetings.
- Take precautions to ensure safety.
- Strives to develop rapport and serve as a positive role model for students and others.
- Maintains a professional appearance. Wears work attire appropriate for the position.

Special Services Office

- Perform any other duties as assigned by the Superintendent, Special Education Director or EMIS coordinator. These tasks include and are not limited to clerical, data entry, scheduling, student records, attendance, or any items from the Superintendent, special education director or EMIS coordinator.

Other Responsibilities:

- Maintains acceptable attendance record and is punctual.
- Demonstrates positive relationships with students, staff and parents.
- Performs other duties as assigned by the Special Services Director.
- Verifies and correctly enters data,
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
- Performing repetitive tasks for prolonged periods,

Working Conditions:

- Exposure to blood- borne pathogens and communicable diseases.
- Balancing, bending, crouching, kneeling, reaching, and standing.
- Lifting, carrying, and moving work-related supplies/equipment.
- Performing repetitive tasks for prolonged periods.
- Interactions with aggressive, disruptive, and unruly individuals.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bright Local Schools Board of Education.

The Bright Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.