
ADMINISTRATIVE ASSISTANT - DOI/SUPERINTENDENT

Title: Administrative Assistant to the Director of Instruction/Superintendent

Qualifications:

- Associates degree, graduate of an accredited secretarial school or 3-5 years related experience
- Excellent computer skills including but not limited to word processing, spreadsheet and presentation skills
- Excellent interpersonal skills
- High organizational ability
- Able to work independently with minimum supervision
- Ability to multi task and prioritize

Reports To: Director of Instruction/Superintendent

Job Goal: To perform the secretarial work required for the effective operation of the office of the Director of Instruction /Superintendent

Essential Functions:

- Ability to read, reason, and understand policies and procedures and related information and to follow verbal and/or demonstrated instructions
- Physical ability to perform all necessary job related upper and lower body movement
- Ability to talk, hear, see, speak and correctly perceive
- Ability to do reaching, lifting, keyboarding, basic math, writing, eye-hand coordination, dialing, sitting, stooping and climbing
- Ability to concentrate on details when there are distractions and to work under pressure to meet deadlines
- Ability to work well and professionally with a wide variety of people

Key Responsibilities:

- Completes all duties as assigned by the Director of Instruction
- Works daily with the Director of Instruction on incoming and outgoing correspondence and assignments
- Assists the Director of Instruction in all of his/her communications with the district
- Oversees all office files, and makes sure that they are accurate and up-to-date, including electronic files
- Processes all word processing and spreadsheet information for the Director of Instruction as directed
- Assists as directed with the development and preparation of grants
- Assists as directed with the preparation of reports demonstrating the results of student assessments
- Oversees the paper work in the process of recruitment, screening and training of instructional personnel
- Supports the program of implementation and monitoring of certification requirements for all certified staff
- Supports and assists in the implementation of the district's staff development program
- Other duties as assigned

Legal and Ethical Duties:

- Maintains confidentiality about all aspects of student performance and written and oral records
- Follows health and safety procedures established by the district
- Arrives and departs punctually, notifying appropriate personnel about absences and coverage
- Demonstrate loyalty, dependability, integrity, and other ethical standards

Evaluation:

The Director of Instruction and/or Superintendent in accordance with policy will evaluate performance annually

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.