

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**

SUPERVISOR: Superintendent

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High school diploma or equivalent; Bachelor's degree preferred.
2. Computer skills.
3. Ability to organize materials and maintain accurate records.
4. Conflict management skills.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Manage administrative support and the efficient operation of the Superintendent's office for the purpose of ensuring the efficient and effective functioning of the district.
2. Manage correspondence for Superintendent's office for the purpose of providing efficient and timely communication with the Board of Education and the public.
3. Prepare and arrange material and information for regularly scheduled and called meetings, detailed agenda packets, and Superintendent's travel schedule to ensure efficiency.
4. Promote excellent customer relations for the office of the Superintendent in order to enhance the district's image.
5. Supervise Central Office Receptionist to ensure that visitors and district employees are appropriately greeted and identified.
6. Manage special projects at the direction of the Superintendent to enhance the district's mission.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008