

Position Title: Superintendent/School Board Administrative Assistant
Qualifications: Strong educational and employment history in executive administrative assistant
Department: West Salem School District Office
Reports To: Superintendent
Approved By: Board of Education Date: September 24, 2007

I. Summary:

To provide administrative assistance services to the superintendent and school board for the administration and operation of the school district.

II. Essential Duties and Responsibilities:

The district administrative assistant shall:

- A. Perform administrative assistant functions for the superintendent and school board.
- B. Attend all Board meetings and record, type, distribute, and maintain all minutes and communications of the Board and superintendent.
- C. Prepare agenda and confer with administrators for board/administrator packets for ~~board~~ meetings in a timely manner. Inform administrators of deadlines. Process all information to the necessary personnel after board meeting.
- D. Prepare and post public notices of Board meetings in accordance with open meeting statutes.
- E. File annual reports and meeting minutes, negotiated contracts, forms, letters, news articles and correspondence for the superintendent.
- F. Post internal and external job vacancies. Forward job applications, schedule interview times, and correspondence to applicants and interview teams.
- G. Attend administrative team meetings and prepare minutes.
- H. Purchase office supplies and help maintain district office equipment.
- I. Maintain district policy books and files. Post all policies on the district web site and notify all employees of new approved and deleted policies.
- J. Coordinate reservations for conferences, meetings and conventions for the superintendent, administrators and board members.
- K. Update the district's master agreements with the support staff and teacher associations.
- L. Complete salary schedules and proposals for board negotiations.
- M. Work with the district technology staff to update the district website.

- N. Prepare and publish the monthly district newsletter and annual report.
- O. Maintain the district's employee files and Employee Management files.
- P. Implement and carry out the West Salem School Board policies.
- Q. As a representative of the school district, deal with everyone in a courteous and professional manner, maintain confidential information, and work cooperatively with all district staff members.
- R. Perform other duties as assigned by the superintendent and the School Board.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

High School graduate with a two-year technical school degree with a major in administrative assistance preferred, and a minimum of two years experience in this field.

B. Certificates, Licenses, Registrations:

Bonded and able to meet notary public requirements. Valid driver's license. AED, CPR and First Aid training.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports and business correspondence. Ability to effectively respond to requests and questions from staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts, graphs, and computer data. Create spreadsheets, graphs, charts and reports.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.

2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007
AMENDED: September 24, 2007
REVISED: March 22, 2010