

**ST. JAMES R-I SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**Title:** Administrative Assistant to Superintendent-Board

*Updated: 11/28/16*

**F.L.S.A.** Non-Exempt

**Qualifications:**

1. High school diploma
2. Experience working in a professional office setting
3. Strong computer skills
4. Highly motivated with strong organizational skills; able to coordinate multiple tasks at one time
5. Self-starter and able to work independently
6. Strong telephone and interpersonal communication skills

**Reports To:** Superintendent

**Job Goal:**

The Administrative Assistant to the Superintendent-Board provides direct support and assistance to the Superintendent-Board in the management and leadership of the school district and all related duties and responsibilities. Support and assistance includes, but is not limited to, the performance of clerical tasks; drafting or developing correspondence and other materials (hard copy as well as electronic copy); disseminating or collecting information to or from all appropriate internal and external stakeholders; preparing board materials and attending school board meetings; keeping records of board meetings and all other functions as directed by the superintendent; researching, preparing, and assembling materials for presentations, trainings or workshops for the superintendent. In addition, the Administrative Assistant will maintain the district website; which includes the responsibility of providing the district with an updated, active, and user-friendly website.

**Performance Objectives:**

- 1) Supports the office of superintendent
- 2) Serves as the board secretary and provides administrative support to board meetings and proceedings
- 3) Assist superintendent with district level public relations
- 4) Serves as a liaison between the superintendent and district staff, parents, students, and community
- 5) Assess and interpret all district public relations
- 6) Promote positive media relations and coverage
- 7) Act as website manager including coordinating district calendar, website posts on a needed basis, and annual staff directories
- 8) Serves as information liaison between the district and community, including the news media, supervises the production and distribution of news releases; and prepares information summaries for distribution to reporters covering board meetings and public hearings
- 9) Design graphics for flyers, newsletters, posters, signage, logos and other materials as needed for the St. James School District
- 10) Vigorously publicize student, faculty, and staff achievements
- 11) Disseminate district publications such as external and internal newsletters, brochures, bulletins, and letters

- 12) Composes confidential and general correspondence, reports, memorandums, forms and statistical data; either acting independently or as assigned
- 13) Attend board meetings and prepare minutes of those meetings
- 14) Responsible for organizing/overseeing BoardDocs or other paperless meetings
- 15) Coordinates travel arrangements for supervisors, board members and/or other staff
- 16) Requires the analysis of facts and circumstances to conclude and make recommendations for solving administrative problems within the limits of standard or accepted practices
- 17) Process and file all work comp claims
- 18) Activate and maintain all district openings on Applitrack and Success Link
- 19) Maintain notary public status
- 20) Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications
- 21) Manage policies and ensure policies are updated at all buildings
- 22) Possesses autonomy in performing some administrative functions through to completion
- 23) Demonstrates effective human relations and communication skills
- 24) Regular and consistent attendance
- 25) Schedule appointments as appropriate
- 26) Represent the district in various community organizations
- 27) Promote the development of collaborative initiatives between the schools and local business/industry
- 28) Promotes positive public relations by personal appearance, attitude, and conversation
- 29) Work flex hours or comp/overtime as approved by the superintendent
- 30) Complies with all district rules, regulations, and policies
- 31) Other duties as assigned by the superintendent

**Other Job Functions:**

- 1) Manage user rights with DESE's user manager site
- 2) Manage school weather call list
- 3) Manage School Messenger
- 4) Coordinates district Health and Wellness Program
- 5) Manage district Twitter and Facebook accounts
- 6) Manage the district school calendar
- 7) Manage and maintain district Crisis Plan
- 8) Manage district bidding processes
- 9) Maintains and updates all employee handbooks
- 10) Collects information and surveys as needed
- 11) Serves as Board Secretary for the St. James Community Foundation

**Terms of Employment:**

Employment is on an annual basis. This is an at-will position. The Superintendent of Schools makes employment recommendations in April of each year for the next fiscal year. The final decision is made by the Board of Education. Salary is based on the Classified Salary Schedule adopted annually by the Board of Education.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff (P 4620).