

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****ADMINISTRATIVE ASSISTANT****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution; or six (6) years of job related experience may substitute for a Bachelor's Degree.
- (2) Minimum of two (2) years successful work related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, State Board of Education rules and School Board policies. Ability to interact effectively with educators and the public. Ability to handle difficult or sensitive issues appropriately and confidentially. Ability to use a computer. Ability to organize and prioritize.

REPORTS TO:

Superintendent or District Administrator

JOB GOAL

To assist the Superintendent or District Administrator and support the District.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ADMINISTRATIVE ASSISTANT (Continued)**ADMINISTRATIVE ASSISTANT - GENERAL****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Handle Administrator's mail, including preparing drafts of responses to correspondence.
- * (2) Maintain office files.
- * (3) Prepare detailed correspondence initiated by the Administrator.
- * (4) Carry out specialized tasks related to the assigned office.
- * (5) Respond to requests from principals, District administrators, and the public in accordance with established procedures.

Employee Qualities / Responsibilities

- * (6) Interact positively and effectively with school and District personnel and the public.
- * (7) Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- * (8) Demonstrate a strong work ethic.
- * (9) Demonstrate initiative in recognizing needs and take appropriate action.
- * (10) Keep informed about current laws, rules, policies, and procedures related to assigned duties.
- * (11) Keep immediate supervisor informed about potential problems and unusual events.

System Support

- * (12) Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- * (13) Demonstrate support for District goals and priorities.
- * (14) Assist in problem-solving as appropriate.
- * (15) Perform other duties as assigned,

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Handle the Superintendent's mail, including preparing drafts of responses for signature and routing correspondence.
- * (2) Maintain the office files.
- * (3) Work closely with the attorney to prepare materials for litigation and maintain legal files.
- * (4) Serve as the Superintendent's designee as custodian of School Board records.
- * (5) Ensure that student accident claims are appropriately routed and maintain accident files.
- * (6) Record and transcribe minutes of School Board meetings and other meetings for the Superintendent.
- * (7) Maintain index of School Board minutes.
- * (8) Prepare detailed correspondence initiated by the Superintendent.

Employee Qualities / Responsibilities

- * (9) Interact positively and effectively with school and District personnel and the public.
- * (10) Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- * (11) Demonstrate a strong work ethic.
- * (12) Demonstrate initiative in recognizing needs and take appropriate action.
- * (13) Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

ADMINISTRATIVE ASSISTANT (Continued)**System Support**

- *(14) Represent the Superintendent and / or District at meetings or events as requested by the Superintendent.
- *(15) Serve as liaison between the Superintendent's office, the schools, and the public.
- *(16) Demonstrate support for the District's goals and priorities.
- *(17) Prepare required reports in a timely manner and maintain accurate and thorough records.
- (18) Perform other duties as assigned.

ADMINISTRATIVE ASSISTANT – PERSONNEL SERVICES**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Serve as Superintendent's designee as custodian of personnel records.
- * (2) Maintain personnel records on all employees, including data entry to set up files.
- * (3) Verify experience, employment, and salary as requested.
- * (4) Maintain staff data records required for state reporting and local accountability.
- * (5) Issue contracts and employment notifications to all employees after appointment by the School Board.
- * (6) Initiate payroll process with placement on payroll at the time of hire for all personnel.
- * (7) Provide general information pertaining to personnel matters upon request.
- * (8) Audit salary payments made to each employee at the end of each year and post payments and experience to each personnel record.
- * (9) Respond to all unemployment compensation claims, approve bills for payment, prepare for and represent the School Board at Unemployment Compensation hearings, as necessary.
- *(10) Assume responsibility for documents to be placed in or removed from personnel files and for release of information from personnel files.
- *(11) Determine placement on salary schedule based on experience, training, and education in accordance with established policies and procedures.
- *(12) Handle departmental correspondence including confirmation of position, termination, leave, and retirement.

Employee Qualities / Responsibilities

- *(13) Maintain confidentiality and integrity.
- *(14) Exercise diplomacy and tact in difficult situations.
- *(15) Maintain professional demeanor consistently.
- *(16) Communicate effectively with Florida Department of Education, other school districts, principals, and teachers.
- *(17) Assist others in understanding and following processes, procedures, and requirements.
- *(18) Keep informed about current laws, rules, and policies related to personnel matters.
- *(19) Keep Director of Human Resources informed about potential problems, unusual events, or opportunities for improvement.

System Support

- *(20) Serve on collective bargaining teams.
- *(21) Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- *(22) Demonstrate support for the District goals and priorities.
- *(23) Facilitate problem solving related to personnel and certification issues.
- (24) Perform other duties as assigned.

*Essential Performance Responsibilities