

USD 313 EDUCATIONAL SUPPORT STAFF
JOB DESCRIPTION

POSITION TITLE: **DISTRICT ADMINISTRATIVE ASSISTANT / BOARD CLERK**

SUPERVISOR: Superintendent

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High school diploma or equivalent; 3 years experience as executive secretary preferred
2. Strong customer service orientation
3. Computer skills and working knowledge of office equipment
4. Telephone skills
5. Excellent verbal and written communication skills, including electronic formats. Ability to organize materials and maintain accurate records
6. Detail oriented
7. Neat, responsible, punctual, dependable
8. Must possess respect for confidentiality
9. Positive attitude toward learning new skills and desire to continue career improvement

ADMINISTRATIVE ASSISTANT ESSENTIAL FUNCTIONS:

1. Promote excellent customer relations for the District Central Office in order to enhance the district's image.
 - a. Coordinate and direct efficient operation of incoming calls.
 - b. Greet visitors, ascertain nature of business and conduct visitor to appropriate department.
 - c. Keep apprised of district rules, regulations and policies to ensure that the proper information is being communicated to the public.
 - d. Perform mail preparations, handling and distributions for the purpose of ensuring that the community is properly notified.
 - e. Coordinate the approval and notification of building use requests.
 - f. Send emails to all staff with notification of open positions in the district.
2. Provide administrative support and manage the operation of the District Central Office for the purpose of ensuring the efficient and effective functioning of the district.
3. Enter and maintain employee information on district database and assist with annual update of personnel directory.
4. Monitor My Learning Plan for conference requests and registrations; arrange for travel arrangements if necessary.
5. Assist with processing new substitute teachers, maintaining files with valid licensure for all substitutes for the purpose of keeping the records up to date and in compliance with regulations.
6. Assist with the maintenance of Aesop, managing substitute teacher records and teacher requests for substitutes, providing qualified substitutes to buildings in a timely manner.
7. Organize and implement staff photos with Lifetouch.
8. Order and maintain textbook inventory, consumables, and subscriptions as needed, keeping accurate records for payment.
9. Order and maintain office supplies as needed, keeping accurate records for payment.
10. Order retirement bells and make arrangements to have them at school retirement receptions.
11. Maintain files of students who have left the district.
12. Manage special projects at the direction of the Superintendent to enhance the district's mission.
13. 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.
14. Communicate effectively and work with school district staff and community members to ensure an effective work environment.

15. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

BOARD CLERK ESSENTIAL FUNCTIONS:

1. Manage correspondence for administrative office personnel for the purpose of providing efficient and timely communication with the Board of Education and the public.
2. Prepare and arrange materials and information for regularly scheduled and called meetings, prepare detailed agenda packets for Board of Education meetings.
3. Attend all Board of Education Meetings, record minutes and send Board Briefs to staff for the purpose of providing information to the public and the district.
4. Help the Board and Superintendent comply with the Open Meetings Law.
5. Be aware of, and help the Board comply with, all appropriate State and Federal Laws.
6. Maintain Board of Education policy book.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will.

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

APPROVED: 8/8/2016