

TITLE

Administrative Assistant to Director of Schools

ESSENTIAL FUNCTIONS

- Schedule appointments for the Director. Handle all of his correspondence and phone calls. Register the Director and Board Members for any workshops, conferences, etc. Keep Director's files, calendar up-to-date. Keep communication lines open between the Director and parents, employees and the general public. Handle whatever miscellaneous responsibilities come up.
- Assist other directors in central office as needed.
- Cover the front desk by answering all incoming calls and greeting and directing all visitors.
- As central office employees turn in time-sheets, make sure the director approves and signs them, then file.
- As job applicants come in, provide them with applications, etc. All Fentress County employees must be fingerprinted, so as applications are taken, their prints are sent to the Tennessee Bureau of Investigation for a "records check".
- As parents come in to transfer students from one school to another, whether in-county or out-of-county, assist them in filling out the paperwork, get withdrawals from current schools as necessary, get the director's approval, notify parents of approval or rejection, then FAX the approval to the appropriate school.
- **Prepare for Board Meetings.** Type the minutes from the previous meeting into the official Minutes Book (Board Recording Secretary provides the minutes). Make copies of anything that must be presented to the board members for the upcoming meeting. Type and copy the Director's Report that must be included in the packets given to the board members. Post the agenda for the meeting and make sure the media is made aware of the meeting date and time.
- Make reservations for Director and Board Members to attend conferences, including booking rooms, requisitioning fees from the finance office, registering for conferences, notifying Board Members as final plans are made.
- Help with the distribution of payroll.
- **School Closings.** When weather is inclement, we may need to open school late, let school out early, or close school for the day. If this happens, FAX the radio stations with the information and call the TV stations so that they can announce to the public.

- **Postage Machine.** Monthly report on how much postage has been used for the month and order more postage when necessary.
- **Supplies.** Keep inventory of supplies for the office. Order to replenish as necessary.
- **Maintenance.** When schools are in need of a repair, the school secretary will call, then I place a call to Maintenance for service.
- When Substitute Teacher Coordinator is unavailable, will help others in the office with scheduling of substitutes for absent teachers, aides, etc.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Administrative Assistant to Director of Schools