

GORHAM SCHOOL DEPARTMENT

TITLE: Administrative Assistant to the Director of Instructional Support Services

QUALIFICATIONS:

1. Associate degree in Office Administration, Business Administration, or related field.
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills and proficiency with technology including basic operating systems, internet, database and financial software.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Director of Instructional Support Services

JOB GOAL: To assist the Director of Instructional Support Services with tasks necessary for the efficient operation of the Office of Instructional Support Services.

RESPONSIBILITIES:

1. Assists the Director in general administrative operations.
2. Creates, maintains and tracks Instructional Support student files and services as well as creating and maintaining Title One student population database.
3. Completes/assists with required State reports.
4. Assists the secretary with maintaining required data and billing for Medicaid and State Agency Clients.
5. Assumes such scheduling, coordinating, budget development, and clerical functions as the Director may assign.
6. Completes/maintains purchase order information and petty cash account and orders all supplies, machinery and equipment for the Office of Instructional Support Services.
7. Assists the secretary with maintaining tutor database and coordinates tutor/student arrangements.
8. Prepares and maintains contracts for service providers.
9. Oversees/trains the school-year Instructional Support Services secretary.
10. Performs additional duties/special projects and administrative functions as requested by the Director of Instructional Support Services..

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012