

GORHAM SCHOOL DEPARTMENT

TITLE: Administrative Assistant to the Superintendent of Schools

QUALIFICATIONS:

1. Associate degree in Office Administration, Business Administration, or related field
2. Successful experience as an administrative assistant in a confidential setting.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the Superintendent in developing and maintaining the best possible programs and services for students and staff and the overall efficient operation of the district.

RESPONSIBILITIES:

1. Assists the Superintendent in general administrative operations and serves as his confidential assistant.
2. Guides research activities and generally oversees all research projects and data collection.
3. Establishes and maintains databases for contracts, evaluation, certification and highly qualified status for all staff and assumes responsibility for compliance.
4. Maintains the School Committee's policy manual, assuring policies are current and up-to-date, and is responsible for distribution of policies.
5. Accumulates and disseminates information about new developments in education and on the programs and activities of the district.
6. Serves as a member of the Administrative Cabinet, contract negotiations team and as the Curriculum and Assessment Council's Professional Development Liaison, along with any other committees the Superintendent may direct and attends other meetings as assigned.
7. Serves as the District's Homeless Liaison, Highly Qualified Teacher official, and Affirmative Action Officer.
8. Prepares, submits and maintains all local, State and Federal reports, as required.
9. Supervises such personnel as the Superintendent may assign.
10. Prepares, distributes and maintains all School Committee agendas and minutes.
11. Reports to the Superintendent any developments or problems requiring the Superintendent's awareness or action.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or School Committee may from time to time assign or delegate.

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