

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant (Executive Level III)

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Superintendent/Assistant Superintendent

Brief Description of Position:

This Administrative Assistant position is responsible for assisting the Superintendent and Assistant Superintendent in the daily operation of the district by providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Superintendent and Assistant Superintendent, to staff, other Districts, public agencies, etc.

Distinguishing Characteristics:

The Administrative Assistant to the Superintendent and Board of Education differs from the Administrative Assistant to the Assistant Superintendent and the Principal in the level of responsibility and interaction with the Board of Education, school district administrators, outside governmental agencies, the public, and the news media, as well as level of independent judgment and discretion exercised.

Required Qualifications:

- High School diploma or equivalent; supplemented by coursework or training in business office management organization and supervision, and related technical skill areas.
- Four years of responsible executive or administrative secretarial experience, including one year in a lead or supervisory capacity.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrate ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrate ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Compiles data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Assistant Superintendent and the Board (e.g. board agenda, meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in accordance with district policy and mandated requirements.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent and Assistant Superintendent and the Board of Education (e.g. procedures, policy statements, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Represents the Superintendent and Assistant Superintendent in his/her absence for the purpose of addressing matters that require immediate attention.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for the Superintendent, Assistant Superintendent, other administrators and/or board members.

- Supports the Superintendent, Assistant Superintendent, the Board of Education and other assigned administrators for the purpose of providing assistance with their functions and responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: August 1, 2013