

ADMINISTRATIVE ASSISTANT

BOARD OF EDUCATION BIG WALNUT LOCAL SCHOOLS

TITLE: ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

- High school diploma or equivalent
- Demonstrated a minimum of two years of experience in a fast-paced office environment
- High level of expertise with all components of Google, MS Office Suite of applications, Filemaker Pro, Board Docs, etc. Ability to learn new software programs quickly
- Understanding of technology and a willingness to learn
- Strong people/customer service skills including ability to listen carefully, solve problems and deal with difficult/confidential situations. Demonstrate an ability to handle confidential matters, set priorities, work well under pressure with an attention to detail and be self-directed
- Ability to be flexible and adaptable to changing situations

EMPLOYMENT STATUS: Part-time/260 days/20 hours per week – non-exempt, administrative level II benefits

REPORTS TO: Superintendent, Treasurer, and Board President

JOB GOAL: The goal of the Administrative Assistant shall be to provide support for the Board of Education. In addition to specific department needs, this position will lend support to all areas as needed.

GENERAL RESPONSIBILITIES:

- Creating the board agendas and minutes in BoardDocs or similar document creation program
- Posting and distributing the board agendas
- Creating, posting and distributing the public notices for board meetings and other meetings requiring public notice
- Review and maintain board policies as required including ensuring administrative review, board approval and posting.
- Assisting the Treasurer and Superintendent with fulfilling public records requests
- Distributing board member mail in a timely manner
- Completion of purchase requisitions and budgets for the board of education
- Attend all board meetings and in-services as required
- Schedule and coordinate Board of Education and related meetings as required, including scheduling of facilities arrangements, preparing agendas and board packets, and distributing materials to all parties.
- Maintain Board related information from various organizations, (i.e. the State Department of Education, the legislature, etc.)
- Assist in sorting/distributing/posting all interoffice/U.S. mail for school board members, distribute messages and other correspondence items to the board of education
- Handle routine correspondence independently; ability to analyze and seek solutions to problems
- Maintain respect at all times for confidential information
- Operate all office equipment including phone system, computer, copier, fax, calculator
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff; students, and parents with tact and diplomacy
- Respond appropriately to crisis situations, emergencies, conflicts with parents, etc.
- Respond timely to routine questions and requests in an appropriate manner
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Perform other duties as assigned administrative staff

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EXPECTATIONS:

- Demonstrate support for the district's vision, mission and beliefs.
- Passion to be a part of improving the district
- Demonstrate flexibility and openness to innovation in the performance of job related duties
- Maintain respect at all times for confidential information

ADDITIONAL WORKING CONDITIONS:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional evening hours for Board of Education meetings

EMPLOYMENT TERMS: Work calendar, salary, and benefits established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.