

## **PIKE ROAD BOARD OF EDUCATION**

### **Job Description for Administrative Assistant to the Superintendent**

**System Mission:** To create a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

**QUALIFICATIONS:** Minimum High School Diploma or Equivalent

**JOB GOAL:** Assist the Superintendent in creating a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

**REPORTS TO:** Superintendent

**EVALUATION:** Pike Road Board of Education Personnel Continuous Improvement Plan

#### **PERFORMANCE RESPONSIBILITIES:**

1. Embrace and promote the school system's mission, vision, beliefs, and goals.
2. Work cooperatively with the Board, the Superintendent, other system personnel, parents, and students.
3. Keep sensitive information confidential.
4. Prepare and/or assist the superintendent in preparing confidential correspondence, letters, reports, agendas, minutes, Board policy, and official documents.
5. Assist the superintendent in maintaining the official book of Board Minutes and Board Policy.
6. Screen and manage telephone calls, visitors, and written correspondence for the Superintendent.
7. Organize and distribute Board packets to Board Members prior to Board meetings.
8. Update school system webpage and assist with communications.
9. Disseminate job postings and respond to telephone inquiries concerning employment openings, etc.
10. Coordinate with finance personnel when hiring employees, which may include verifying and monitoring teacher certification.
11. Disseminate Board updates to employees and other designated individuals.
12. Assist the superintendent in maintaining his/her calendar and schedule meetings/events, including travel arrangements, etc.
13. Maintain organizational and tracking systems for various files and procedures.
14. Maintain archive file of newspaper articles and publications pertaining to the school system.
15. Assist in coordinating system-wide activities by preparing guest lists, inviting guests, and making appropriate arrangements for the occasion.
16. Coordinate calendar for the availability of various shared meeting rooms.
17. Obtain and maintain notary status.
18. Participate in professional learning activities.
19. Demonstrate a high degree of professionalism and ethics.
20. Attend all meetings as required by the Superintendent.
21. Perform other duties as assigned by the superintendent or designee(s).