



Fort Cherry School District

Job Description

Title:	Administrative Assistance for Pupil Service Director
Overview:	Employee shall provide secretarial support to assigned administrator and department; establish and maintain department records; coordinate assigned projects; and compile and distribute a wide variety of material and reports.
Location:	Pupil Service Office
Reports to:	Director of Pupil Services
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Prepare reports and/or processing requests
2. Coordinate assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion
3. Maintains a variety of manual and electronic document files and records (e.g. work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
4. Maintain inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability



5. Prepare a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
6. Processes a variety of documents and materials (e.g. time sheets, work orders requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines
7. Research assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address department programming
8. Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, governmental agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction
9. Attend department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions
10. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department
11. Communicate effectively with all members of the District and Community
12. React to change productively and handle other tasks as assigned
13. Maintain confidentiality
14. Support the mission, vision, and belief statements of the District
15. Any other responsibilities assigned by the Superintendent

Qualifications and Skills:

- High School Diploma; Associates Degree preferred
- Two (2) years of successful experience as administrative assistant preferred
- Demonstrate an average working knowledge of technology used by the District



- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Pupil Service Director

Terms of Employment:

Employment obligations are defined in the Support Personnel Collective Bargaining Agreement. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions in the written agreement.

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement.