



Fort Cherry School District

Job Description

- Title:** Administrative Assistant to the Superintendent
- Overview:** Employee shall perform a variety of clerical, secretarial, and other minor administrative functions required for the operation of District and any other area or program designated; perform other related duties as required.
- Location:** Central Office
- Reports to:** Superintendent
- Supervises:** Central Office Clerical Staff
- Coordinates with:** All Administrative and Supervisory Personnel of the School District
All Employees of the School District either directly or indirectly

Essential Duties:

1. Open/Close Central Office
2. Assist Superintendent with clerical and secretarial needs
3. Maintain daily business maintenance of Central Office
4. Main Correspondence of phone, email, website, fax, electronic forms, and the like
5. Coordinate scheduling and planning with Administrative Cabinet
6. Assist with creation and maintenance of District calendar, meetings, and program scheduling
7. Maintain all personnel files, clearances, and Act 80 documentation
8. Coordinate scheduling of facility use and payment



9. Miscellaneous reports, updates and correspondence as applicable
10. Create, compile, and disseminate correspondence related to board actions
11. Coordinate, organize, and schedule outside personnel, agencies, and school visitors as applicable
12. Communicate effectively with all members of the District and Community
13. React to change productively and handle other tasks as assigned
14. Maintain confidentiality
15. Support the mission, vision, and belief statements of the District
16. 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 for customer service
- 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

Terms of Employment:



Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement