

Monticello Public Schools
ISD #882
JOB DESCRIPTION

**Position Title: Administrative Assistant
to the Superintendent**

Department: District Office Personnel

Exempt Status: Non-Exempt

Reports To: Superintendent

Date: July 10, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Provide general office support and knowledgeable and professional administrative services to administrator, staff and community in an efficient and timely manner so that the overall district educational objectives may be achieved. Responsible for providing direct support to the Superintendent in order to assure the smooth and efficient operation of the school district and department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

30% Superintendent Administrative Support

- A. Process confidential information and assignments as directed by Superintendent and Administration.
- B. Make travel and conference arrangements for Superintendent.
- C. Every two years, coordinate all aspects of school district elections and abide by current election laws.
- D. Responsible for distribution and archiving school board materials.
- E. Administrative support for School Board Cabinet.
- F. Attend school board meetings, take minutes, post and distribute approved minutes.
- G. District policies; update, revise, post, archive, and distribute to administration.
- H. Process and maintains instructor credit approvals, program approvals, lane changes, national certification forms, and programs.
- I. Contact liaison for Senior Scholarship program. Coordinates Senior Awards program night, prepare Senior Scholarship Certificates, distribute student monies, maintain scholarship donor connections, collect scholarship dollars and maintain/reconcile bank statement.
- J. Contact liaison for summer scholarship program; post notices, distribute materials, send student checks, administer materials for scholarship board.
- K. Member of the Minnesota Superintendent Administrative group.

30% Minnesota Automated Reporting Student System (MARSS) Coordinator

- A. Collecting data for timely and accurate submissions to Student Software System/Minnesota Department of Education (MDE).
- B. Support and assistance to school personnel for MARSS reporting and year end processing.
- C. Homeschool Liaison to administer and process data, process reimbursements and report to MDE.
- D. Open enrollment Liaison to process new and current students, out of district enrollment.
- E. Create and Maintain school calendars in Student Software System.

- F. Reporting Carl Perkins, Compensatory Aid and Early Childhood Students to MDE.
- G. Collect and maintain current students that are attending other schools.
- H. Processes and maintains acknowledge agreements for students in Care and Treatment.
- I. Attend MARSS support meetings, support groups.

18% Written and Verbal Communication

- A. Proofread and review written communications.
- B. Compose correspondence for agendas and business letters for approval by supervisor/administrator.
- C. Correspond and support district staff.
- D. Create new forms for gathering information.
- E. Interaction with staff, parents and community.
- F. Coordinates, create and publish twelve month district calendar.
- G. Create and distribute marketing and mailing materials.
- H. Correspond with Marss support groups and Superintendents support group.

10% Office

- A. Answer and/or direct phone calls.
- B. Handle incoming and outgoing mail and email.
- C. Photocopy, fax and scan material as needed.
- D. Maintain office equipment by trouble shooting minor mechanical problems.
- E. Maintain and monitor postage meter.
- F. Manage daily office operations such as:
 - Coordinate deadlines and mailings.
 - Coordinate office projects to assure completion and deadlines met.
 - Coordinate scheduling of work.
- G. Process facility scheduling as needed.
- H. Provide Notary for district and community.
- I. Provide and maintain building key fobs and id badge support to district staff.

6% Backup Support

- A. Departmental and building coverage back-up support.

2% Data Entry/Spreadsheets

- A. Enter, retrieve, verify, import/export data, correct and track data.
- B. Create spreadsheets for grants and surveys.
- C. Conduct surveys for district information.
- D. Develop and maintain web page as directed.

2% Professional Development

- A. Attend meetings, in-services and workshops as required.

1% Accounting

- A. Maintains credit card documentation and bank reconciliation.
- B. Processes and maintains tuition billing.

1% Work Direction/Training

- A. Assist in the training of others.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Minimum two (2) year college degree preferred.
- Related course work preferred.

Experience:

- Previous office experience required.
- Experience in school district setting preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- General clerical skills.
- Proficiency in operating computer hardware and software applications.
- Working knowledge of building/department programs.
- Good human relations skills.
- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.

- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Ensures daily office operation runs efficiently and smoothly.
- Maintains accuracy and up-to-date records to help ensure that the department properly meets the needs of the state, parents, students and staff.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Contributes to the effective and efficient operation of the office.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.