

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE:** Administrative Assistant to the Superintendent

#### **QUALIFICATIONS:**

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
  - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
  - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
  - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
  - d. Demonstrated computer skills.
  - e. Must be team oriented with excellent interpersonal and communication skills.
  - f. Must be willing to participate in ongoing in-service training as requested.
  - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist and relieve the Superintendent of Schools of paperwork and impediments so that the s/he may devote maximum attention to the central problems of education and educational administration.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provides administrative support to the administration of the school department as follows:
  - Maximize utilization and effective management of the Superintendent's time in a confidential and professional manner.
  - Manage internal and external communications from and through the Central Office.
  - Review and abstract data and information in preparation of meetings and keep the Superintendent current regarding District issues.
  - Manage special projects as assigned by the Superintendent and School Board.

**Job Description**  
**Administrative Assistant to the Superintendent** (continued)

2. Attends School Board meetings and other meetings as directed by the Superintendent and takes minutes.
3. Typing, filing and distribution of all School Board meeting agenda and minutes and accompanying support materials including collection of relevant data through incoming mail and from District Administrators. Organization, distribution and posting of meetings.
4. Open and review incoming mail. Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Superintendent any developments or problems within the school system which may require the Superintendent's awareness or action.
5. Compose various letters of acknowledgment, thanks, waivers, employment matters, or memoranda in the Superintendent's name, as instructed, in addition to typing correspondence already composed by the Superintendent.
6. Occasionally lend clerical support to the Business Office.
7. Schedule appointments and coordinate arrangements for meetings/conferences.
8. Collect pertinent information to compose and place ads in newspapers for job openings, and post openings in the school system before making them public through the newspaper.
9. Collect resumes, or applications for posted/advertised openings, create database for distribution to search committees and for corresponding with applicants. Maintain files of applicants for 12 months.
10. Makes appointments for interviews with prospective applicants and typing interview instruments for search committee members as assigned by Superintendent.
11. Maintain databases for personnel matters: evaluation cycle, certification expiration, etc.
12. Maintain lists of various committees and their members for communication and record purposes.
13. Maintain thorough knowledge of school department policies and procedures.
14. Establish and maintain the superintendent's office filing systems.
15. Types for School Board members and committees as assigned by the Superintendent.
16. Maintain the School Board's Policy Manual and update as required, disseminate updates as appropriate. Maintain system for indexing and numbering of administrative guidelines.
17. Generate and maintain Master Employee Database for district employees which allows for annual update of employee directory.
18. Serve as Central Office contact for members of the District Leadership Team to facilitate inclusion of items for agendas, meeting planning. Etc.
19. Assist the Superintendent with school opening.
20. Performs other duties as assigned by the Superintendent.

**Job Description**  
**Administrative Assistant to the Superintendent (continued)**

**EQUIPMENT USED:**

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

**Physical Demands:** sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

**Environmental Conditions:** inside, working around moving objects, working alone

**TERMS OF EMPLOYMENT:**

8 hours per day/260 days per year

Compensation in accordance with recommendations established by the Superintendent of Schools.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

**Job Description**  
**Administrative Assistant to the Superintendent (continued)**

School Board Approved: December 12, 2006