

Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Administrative Assistant**

Qualifications:

Credentials: **Principal's or Administrator's Certificates;**

Education: **Master's degree in Education or related field.**

Training or Experience Required: **3 years of school teaching experience.**

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs administrative level duties under general supervision to assist the Superintendent or Designee in various projects or assignments. This may only be an assignment for a limited period of time.

Administrative Assistant (2 of 3)

An incumbent in this position develops policies and procedures. Due to the level of position, the incumbent is required to use discretion, ingenuity and independent judgment in resolving problems.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Assists the Superintendent or Designee in general administrative operations.
2. Serves on such lay or staff committees as the Superintendent or Designee may direct.
3. Assumes such scheduling, coordinating, budget development, and clerical functions as the Superintendent or Designee may assign.
4. Attends meetings as assigned by the Superintendent or Designee.
5. Prepares and reviews reports as assigned by the Superintendent or Designee.
6. Supervises such personnel as the Superintendent or Designee may assign to his/her supervision either temporarily or regularly.
7. Reports regularly to the Superintendent or Designee on any developments or problems within the district coming to his/her attention and requiring the Superintendent's or Designee's awareness or action.

Administrative Assistant (3 of 3)

8. Performs such other tasks and assumes such other responsibilities as the Superintendent or Designee may from time to time assign or delegate.

Supervision exercised: An incumbent may perform supervisory duties on a temporary basis.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93