

541.1 ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

The Administrative Assistant provides assistance and support to the District Administrator, administrative team and School Board to assure the effective and efficient operation of the District. The Administrative Assistant is responsible for the processing and maintenance of confidential and non-confidential correspondence of the District Administrator. The Administrative Assistant assists the Director of Finance with the maintenance of records and filing of reports and ensures absolute confidentiality of information, files and records.

QUALIFICATIONS:

Minimum of an Associate Degree in Office Management or five years' experience performing, at a high level, the duties and responsibilities associated with this position. Must possess strong organizational, problem solving, and computer application skills.

REPORTS TO:

District Administrator

DUTIES AND RESPONSIBILITIES:

- Serve as the District Administrative Assistant to the District Administrator and Board of Education; serve as notary public for District
- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Prepare letters and documents for the District Administrator and maintain a schedule of appointments and conferences
- Maintain filing system for District correspondence and records
- Compile statistics and gather data as needed, including such things as researching historical Board actions or conducting and completing surveys/questionnaires
- Prepare and post agendas; attend Board meetings and record minutes
- Publish legal notices concerning District business
- Prepare final regular and closed session meetings minutes for publication and official records
- Handle all aspects of the Board election including notices, ordering materials, etc.
- Post-employment openings, process application materials, schedule interviews, and assist with new employee documentation and orientation
- Update Board policies with new or revised policies and maintain Board policies online
- Prepare state and federal reports such as curriculum, summer school, enrollment, staff assignment, school performance, etc. on paper or electronically as required
- Make and record bank transfers and transmittals; maintain an accurate record of accounts receivable and monthly cash flow activity
- Assist with fiscal year preliminary and final audit
- Maintain and monitor current license file for certified personnel, aides and substitute teachers
- Prepare individual contracts and letters of assignment for licensed personnel
- Maintain list of personnel obtaining graduate credits to apply to the salary schedule
- Annually prepare teacher years of services report

- Maintain time off records for all employees; perform annual time off system rollover
- Prepare faculty and paraprofessional handbooks and annual meeting booklet for printing
- Maintain records for students participating in the Public School Open Enrollment program
- Manage free/reduced lunch program, including oversight of approval of applications and verification procedures
- Gather data for and complete monthly and annual food service reports such as Wisconsin School Day Milk Program, Commodity Distribution, National School Lunch meal counts and reimbursement claims
- Maintain and monitor an accurate key distribution system
- Assist with preparation of the District newsletter and assist when needed to prepare printed material for mailing
- Assist Athletic Director with Receiving Athletic Event Fees for Tournaments and Competitions
- Assist with Facility and Equipment Use Calendar (Summer months)
- Perform other duties as directed by the District Administrator

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Adopted: November 11, 1998

Revised: August 20, 2008, September 28, 2016