

Job Title: District Office Administrative Assistant

Primary Responsibility To: Superintendent/Board Clerk

Job Summary:

The District Office Administrative Assistant is responsible for providing administrative and secretarial support to assigned administrators, managing communications, coordinating activities, and ensuring smooth office operations. This role requires the ability to handle multiple tasks, maintain confidentiality, and exhibit a positive and professional image of the office and district.

Key Responsibilities:

- **Office Reception and Communication:**
 - Greet employees, visitors, and guests in a pleasant and professional manner, providing information and creating a positive image of the district and office.
 - Answer, screen, and route telephone calls using appropriate telephone etiquette.
 - Respond to voice messages, and email communications promptly to ensure necessary information is communicated efficiently.
- **Administrative Support:**
 - Prepare and format correspondence, reports, charts, graphs, studies, and presentations as needed for clear communication of essential information.
 - Assist with the organization and preparation for staff training sessions, events and workshops, both on and off-campus.
 - Maintain hard copy and electronic records
- **Staffing Support:**
 - Hire substitute teachers by contacting references, reviewing qualifications, and checking sex offender and repository sites.
 - Assist with payroll duties as needed, supporting the Board Clerk with related human resources tasks.
- **Data and Report Management:**
 - Prepare reports or special projects, which may include data collection, coordination, report preparation, and distribution.
 - Maintain confidentiality and ethical standards in handling sensitive data and information.
- **General Office Duties:**
 - Assist other personnel and administrators with various tasks and projects, supporting them in completing their work activities.
 - Perform additional duties as assigned by the Superintendent, Board Clerk or other administrators.
- **Perform Other Duties as Assigned**

Skills, Knowledge, and Abilities Required:

- Strong ability to multitask and prioritize tasks in a fast-paced, dynamic environment.

- Exceptional organizational and time-management skills, with attention to detail.
- Effective oral and written communication skills, with the ability to communicate clearly and professionally.
- Ability to maintain a flexible and positive working attitude, even during stressful or complex situations.
- Proven ability to handle confidential information ethically and with discretion.
- Must be a proactive, high-energy, creative individual with the capacity to work independently or as part of a team.
- Strong knowledge of office technology, including phone systems, computers, and software (e.g., PowerSchool, Frontline, Microsoft Office Suite).

Qualifications:

- High school diploma or equivalent required; some college coursework or administrative training preferred.
- Previous experience in an office or administrative setting, preferably within an educational or public sector environment, is highly desirable.

Working Conditions:

- Full-time position with typical office hours.
- Occasional evening and weekend work may be required based on district events or special projects/committees.

This position offers the opportunity to make a meaningful impact within the district by providing essential administrative support to the Superintendent and other key district staff.