



City of St. Charles School District

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT AND BOARD OF EDUCATION

Reports to:	Superintendent
Classification:	Classified
FLSA Status:	Exempt
Terms of Employment:	12 Months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Administrative Assistant to the Superintendent is responsible for performing office management activities that will ensure the smooth and efficient operation of the District and the Office of the Superintendent. This position regularly exercises independent judgment and discretion in efficiently and effectively accomplishing complex and difficult tasks in support of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality services to employees, students, and patrons of the district.
- Maintains confidentiality, unquestionable integrity.
- Can prioritize multiple tasks, work effectively under stress, meet short deadlines and take direction.
- Can produce accurate work with frequent interruptions.
- Completes special projects as assigned.
- Coordinates and maintains schedules, records, and evaluations of the Superintendent and the Board of Education.
- Confers with Superintendent concerning the organization, gives information and advice, and receives instruction.
- Supervises and evaluates Custodian and Receptionist at CO Building. Coordinates receptionist lunch coverage and summer hours.
- Oversees discipline (all grade levels)-scheduling hearings, tracking, and letters.
- District Liaison to philanthropic groups.
- Gives and receives information requiring independent judgment or discretion regarding specific business of the District, by telephone or direct personal contact.

- Assures coordination of both verbal and written information to district employees. Examples include: Back to School Letter, Summer Newsletter, Maintaining District Letterhead, dangerous weather communications, Activities calendars, Retiree proclamations, Ask the District questions, etc.
- Coordinates certified/classified discussion groups, Administrative Professionals Week/Staff Appreciation Week, American Education Week, Board Recognition
- Oversees the establishment and maintenance of office procedures and record keeping systems.
- Handles requests for general information, complaints, and inquiries regarding district policies and procedures to ensure efficient operation of the district.
- Accurately prepares state and district reports from raw data, which includes generating charts and graphs on the computer.
- Creates, copies, and distributes reports in a timely manner to ensure accurate information is distributed to appropriate students, staff, and community.
- Custodian of Records for the District: Maintain/Review/Approve/Archive
 - Legal correspondence
 - District Memberships
 - DESE Audit
 - Elections
 - Notary for the District
 - District Policies, Procedures, Forms
 - Yearbooks and Historical Information
 - Directory, Administration Organizational Charts
- Oversees budgets/billing/invoices for Superintendent's office and Board of Education
- Orders awards, nameplates, plaques, name badges, district apparel, and building supplies as needed.
- Oversees Annual Operating Budget and Annual Filers List submission.

SUPERVISORY RESPONSIBILITIES:

Building Receptionist and Building Custodian

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree from an accredited university
- Five or more years of related experience.
- Ability to make decisions on behalf of the students, staff, and community as necessary.
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.

- Experience in independently preparing reports and correspondence.
- Experience in organizing varied and involved projects.

COMMUNICATION SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals consistent with the duties of this position.
- Ability to write routine reports consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public consistent with the duties of this position.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.
- Ability to apply basic algebra and geometry concepts consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and excellent grammatical spelling and punctuation.
- Must have the ability to pass a written secretarial test.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Administrative Assistant to Superintendent
Revised SY 2004-2005
Revised SY 2022-2023