

Jordan School District

EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: **District Administrative Assistant VI (S10)** Job Family: 10
 Department: District Office Lane Placement: **12**
 Supervisor's Title: Superintendent Contract: 242 Days
 FLSA Classification: Non-exempt Hours per day: 8 Hours/Day
 Original date: 06/83 Revised: 02/97 Revised: 07/13 Revised: 12/15 Revised: 05/25

GENERAL FUNCTION

Under the supervision of the Superintendent, the **District Administrative Assistant VI** provides executive level administrative support to the Superintendent of schools and works directly with and provides support to the Board of Education. Incumbent screens telephone calls and visitors. May request travel reservations and prepare itineraries for supervisor and Board members. Will act as a resource to those requesting information regarding general District financial and educational administrative matters and may direct them to the appropriate department for assistance. Will take/transcribe minutes, write and edit policies, schedule meetings and make appointments.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide executive administrative support to supervisor and Board of Education. Set supervisor calendar and appointment schedule. Screen correspondence and publications.
- Ensure that visitors, students, patrons and district employees are treated in a positive and friendly manner.
- Request reservations for travel and prepares itineraries for supervisor and Board members (e.g. lodging, registration, transportation).
- Assist in arranging meetings (e.g. reserving rooms, arranging for refreshments, coordinating schedules and agenda with guests).
- Analyze, compose, edit, distribute and file correspondence, set up appointments and take minutes at meetings. Act as an information resource for the District (e.g. answer questions, compile, formalize and distribute materials to administrators, directors, consultants, coordinators, Board members, school personnel, and the general public).
- Greet visitors, screen telephone calls and respond to questions from parents, staff and patrons. Within guidelines, interpret District policy, explain Board actions and resolve a variety of problems.
- Maintain the highest level of confidentiality of student or district information by following district policies regarding confidential information.
- Submit purchase orders.
- May perform one or more of the following specific office duties as assigned (e.g. Coordinate, organize and formalize Jordan School Board agenda; schedule Board meetings; screen requests for presentations to the Board; prioritize and coordinate agenda items; create, type and arrange for printing, distribute agenda and other information to Board members; attend Board meetings as assigned; prepare permanent record of Board minutes; work with Communications in releasing District publicity; organize, type and proof the District financial budget; Type policies for Board approval; Type financial forms and bids; Interact with departments in clarification of budget requests submitted; order department supplies and materials, etc.)
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
 - This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's Degree in business or related field PLUS four (4) or more years of experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing or any equivalent combination of education and experience.
- Requires clear and precise communication in a variety of significant situations (e.g. explaining District policy, Board actions, screening proposals for Board agenda, screening requests for meetings with supervisor).
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, and databases). District computer system experience required.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires ability to schedule multiple tasks, satisfying multiple priorities and meeting multiple deadlines. Requires problem solving and analytical skills. Requires attention to detail and accuracy of work.
- Requires references demonstrating personal integrity and dependability.
- Must have well-developed skills in grammar, spelling, document construction and mathematics. Requires successful data entry ability.
- Requires advanced interpersonal skills including diplomacy, tact and social judgment. Interacts with Board members, organization representatives, legislators, State Office personnel, attorneys, vendors, all District personnel and the general public. Most interaction is unstructured.
- Ability to problem-solve and initiate activities within broad policy and procedural guidelines.
- Accuracy and confidentiality are critically important.
- Requires a thorough knowledge of Federal, State and District policies and procedures as they affect supervisor's jurisdiction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in office setting.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.