# **POSTION OPENING - INTERNAL**

**Posting Date:** (Date)

**Title:** Administrative Assistant – 12 Month Position

**Salary:** Wage and benefits to be in accordance with the Master Agreement for Support Staff

**Start Date:** Approximately (Date) (possibly earlier to train)

**Qualifications:** 1. High School Diploma; Advanced Schooling Preferred;

2. Excellent data entry skills;

3. Computer experience required;

4. Ability to handle multiple tasks calmly and efficiently;

5. Ability to maintain confidentiality of student information;

6. Ability to work well with staff;

7. Ability to work effectively as a team member;

8. Accuracy with detail.

**Reports To:** (Designated Person)

**Job Goal**: To ensure all programs have the assistance needed in collecting and dissemination of reports, meetings, and data, including maintaining of student records.

A notice of application and a statement of qualifications must be submitted by **(Date), (Time) to** **(School District/ISD) Superintendent**. Any request submitted without the statement of qualifications may not be considered when making decisions.

**Deadline for Applications:** (Date)

**Essential Job Functions:**

1. Ability to use computers, compose numerous letters, reports, correspondence, etc;

2. Input data into a variety of data bases and record management systems, including: (List of systems used in School District), and other entry systems as required by position;

3. Ability to drive to ISD buildings, to Local Districts, to workshops, meetings, and to conferences throughout the State;

4. Ability to manipulate data in order to develop on-going reports;

5. Collect, organize and prepare necessary ISD and State reports in a timely manner;

6. Ability to complete special seasonal projects as assigned;

7. Ability to speak to individuals one-on-one, make presentations, and answer and respond to telephone calls;

8. Take minutes of meetings and distribute;

9. Answer telephone, take messages, forward calls and set up appointments;

10. Must be able to attend evening activities;

11. Must be able to lift and move short distances, weights of up to 50 pounds;

12. Process incoming and outgoing correspondence in an expeditious yet professional manner;

13. Maintain a comprehensive and efficient file system to facilitate the ability to obtain, gather and organize pertinent data, assemble in usable form, and provide backup for report creation;

14. Other duties or responsibilities to be assigned at discretion of supervisor

**Evaluation:**

Performance of this job will be evaluated in according with the support staff contract.

**Statement of Assurance**:

The Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the Board of Education. It is the policy of the Board of Education that no person on the basis or race, color, height, weight, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

***District is an Equal Opportunity Employer. Auxiliary aides and services are available upon request to individuals with disabilities.***

**Inquires Directed to:**