

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Administrative Assistant to the Superintendent

Classification: Confidential

Reports To: Superintendent

Work Year 260 Days/Year

Job Purpose Statement:

The Administrative Assistant provides clerical support of a confidential nature to the Superintendent of Schools and the Board of Directors; communicating information to staff, the public, and other districts; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

Essential Job Functions:

Composes documents, correspondence, agendas, minutes, bulletins, reports, etc., for the purpose of communicating information to school and district personnel, the School Board, the public, state officials, etc.

Composes confidential information regarding administrative evaluations, student behavior information, salary proposals and negotiations.

Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Manages phone, email, media, schedule and calendar of the Superintendent.

Maintains regular and predictable attendance to meet the needs of the District.

Monitors assigned activities and/or program components (e.g. education code, district requirements, program budgets, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.

Prepares written materials, brochures, newsletters, etc., for the purpose of conveying information regarding school, district activities and/or procedures.

Prepares documents and materials, schedules, agendas, mail, etc., for the purpose of disseminating information to appropriate parties.

Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions. Maintains confidentiality when working with private material concerning the district or individuals.

Maintains Board policy handbook and monitors Board policy webpage for accuracy.

Ensures communications are accessible to patrons of all cultural and linguistic backgrounds.

Processes the background clearance of all district volunteers and contractors; maintains and actively updates database of cleared volunteers and contractors.

Serves as on-call/at will receptionist, as needed.

Processes temporary custody affidavits with school personnel and public.

Acts as secretary to the Board of Directors; prepares Board meeting agenda and attachments; ensures meeting rooms are organized, attends Board meetings, executive sessions and other meetings; takes and prepares minutes of the meetings. Attendance at evening meetings is in addition to a 40-hour-week.

Causes all notices and resolutions for election of Board/local school committee members and tax levy elections to be prepared.

Other Job Functions:

Works with Communication and I.T. staff to ensure district webpages and communications materials are accurate and current.

Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities.

Sorts, distributes and organizes inter-school and US mail.

Processes materials for opening-of-school activities such as administrator retreat, district in-services and registration activities.

Prepares and distributes annual staff directory.

Scans and archives high school transcripts, school attendance reports, Board minutes, Business Services and Human Resources documents. Provides copies of official transcripts to colleges and universities and to the public.

Custodian of district records.

Other duties as assumed and assigned.

Skills, Knowledge and/or Abilities Required:

- Skills to operate standard office equipment including use of basic computer applications, proficiency in English in both written and verbal form, use correct spelling, grammar and punctuation. Effective communication skills and ability to work with and maintain confidential material. Bilingual English/Spanish communication skills preferred.
- Knowledge of rules and regulations related to assigned functions, Oregon Records retention schedules, basic budgeting, financial and statistical recordkeeping, standard office equipment.
- Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Job Requirements/Qualifications:

Experience required: High School diploma or GED equivalent, with post-secondary secretarial training preferred, or prior job-related experience with increasing levels of responsibility.

Professional Development:

Professional development is strongly encouraged and will include attendance at one (preferably two) OSBA board secretaries conventions annually. Training in Parliamentary Procedures is encouraged.

Education:

Associate's Degree or higher.

Licenses, Certifications, Bonding and/or Testing Required:

- Criminal justice fingerprint clearance.
- Ability to obtain and retain Oregon Notary Public certificate.
- Valid driver's license and possess reliable personal transportation.
- Must successfully complete pre-employment drug screening.