

Anoka-Hennepin Independent School District #11
Job Description

Title: Administrative Assistant to Associate Superintendent
Department: Superintendent
Reports to: Associate Superintendent
Prepared Date: October 27, 2004

SUMMARY OF RESPONSIBILITIES

Provide secretarial and administrative support to an Associate Superintendent; provide comprehensive program, service and office support by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Assumes general office management responsibility for the Associate Superintendent
- Screens supervisor's incoming calls and mail. Independently responds to inquiries, requests for information, complaints and concerns by gathering and providing technical and routine information on district programs and services.
- Handles confidential information with discretion and maintains compliance with the Minnesota Data Practices Act.
- Schedules appointments and makes arrangements for visits, meetings, and conferences for Associate Superintendent.
- Conducts research or otherwise compiles data; composes and types correspondence; prepares technical or statistical reports and documents for principals, department directors, school board members, the public and others.
- Arranges meetings and conferences, schedules times, invites participants, prepares agendas and other materials, involves appropriate staff, insures that all assigned follow up occurs, required actions are taken and deadlines are met.
- Responds to questions of policy and guidelines related to student transfers within and out of the District, and related elementary or secondary level issues.
- Develops office procedures and obtains supplies and equipment to ensure ability to meet Associate Superintendent's goals.
- Maintains calendar for supervisor; schedules appointments and meetings, conferences; makes travel plans when necessary.
- Creates and maintains calendars for related departments and projects.
- Schedules and arranges supervisor's activities so that deadlines and time schedules are met.
- Processes payroll, accounting, and other budget related paperwork.
- Develops and maintains filing and information retrieval systems that will ensure information is readily accessible.
- Uses word processing and other computer applications with ease to complete assigned projects.
- Monitors district non-salary general fund expenditures related to assignment.
- Orders publications, supplies, equipment, and materials; maintains appropriate budget records; coordinates maintenance and repairs of equipment.

- Oversees and coordinates selected elementary, secondary or cluster publications.
- Maintains warehouse inventory for grade level related materials.
- Performs such other tasks and assumes such other responsibilities as the Associate Superintendent may assign.

SUPERVISORY RESPONSIBILITIES

This position has no formal supervisory responsibilities, but may direct the work of other clerical staff, students, job coaches, interns, or temporary workers. Provides leadership and initiates teamwork among other secretarial support staff.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent and three years clerical experience.
Associate's degree or equivalent from a college, or technical school certification desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of office practices and procedures

Knowledge of the organizational structure, programs, operations, etc. of a school district

Knowledge of general budget and accounting practices and procedures

Skill in composing letters, memos, and other informational materials

Ability to handle confidential and sensitive information with discretion and in accordance with the MN Data Practices Act.

Ability to interpret district policies and procedures and to parents and staff.

Ability to understand and carry out complex oral and written directions.

Ability to establish and maintain effective working relationships with principals, department directors, administrators and staff

Ability to determine priorities, plan workload and meet deadlines

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

Most work is performed in an office or cubicle. Requires travel between district buildings during the work day.