



Title:	Administrative Assistant - Superintendent	
Reports to:	Superintendent	
Terms of Employment:	12 months	
Salary:	Pay Grade TBD	

- Qualifications:**
- Associate's Degree preferred
 - Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Supervises: None

Essential Job Functions:

1. Places and receives telephone calls, records messages, keeps superintendents informed
2. Processes all incoming and outgoing mail
3. Assesses needs, orders, and maintains supplies, materials, and equipment
4. Performs any bookkeeping tasks associated with the specific position
5. Maintains regular filing systems and searches files for specific information
6. Prepares correspondence and reports as instructed
7. Maintains a schedule of appointments, makes arrangements for conferences and schedules interviews
8. Utilizes current technology to complete tasks
9. Makes necessary arrangements for meetings including date, location, and time, contacts those who need to attend, and prepares all materials on matters to be discussed
10. Accepts responsibility of office reports and office operations
11. Makes routine decisions in accordance with established policies and procedures
12. Prepares and maintains financial records to include purchase orders, professional leave forms and travel reimbursements
13. Interacts professionally and appropriately with the public and district staff in person and on the telephone
14. Performs other duties and responsibilities as assigned by supervisor
15. Attends meetings as assigned by Superintendent



Educational Office Professionals Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Administrative Assistant - Superintendent** job classification within Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment