

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Administrative Assistant

QUALIFICATIONS:

- Bachelor's degree preferred (*Other work experience in lieu of degree may be considered*)
- Minimum of three (3) years of work experience as a secretary or in a related field
- Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs)
- Strong interpersonal skills as well as written and oral communication skills are essential
- Telephone etiquette, (must be a self-starter/self-motivator and energetic).
- Confidentiality, maturity, and professionalism at all times is essential for this position
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Departmental Director

SUPERVISES: N/A

JOB GOAL: To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of children can be realized

PERFORMANCE RESPONSIBILITIES:

- Perform the usual office routines and practices associated with a productive and smoothly-run office
- Receive telephone calls and visits, always exercising tact and diplomacy when dealing with all individuals
- Keep a daily log of incoming calls for purposes of documentation
- Establish and maintain correspondence files and other departmental files
- Assist in the preparation of all local, state, and federal reports
- Handle all correspondence for supervisor
- Conduct supportive activities of a secretarial nature as required to carry out job assignments
- Schedule appointments for supervisor and maintain his/her Google calendar at all times
- Complete required records/reports promptly, accurately, neatly, and competently
- Complete filing and retrieval of information efficiently
- Obtain, gather, and organize pertinent data as needed; and put it into usable form
- Perform any bookkeeping tasks associated with the specific position

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- Disseminate information to administrators, teachers, parents, and any/all other personnel when necessary
- Order and maintain supplies for efficient office operation
- Schedule, coordinate reservations and ensure all bookkeeping requirements are completed for travel to/from meetings for supervisor/departmental employees
- Maintain such employee/student records as may be required
- Prepare and maintain agendas and sign-in sheets for departmental meetings
- Prepare all employee departmental recommendations for approval by the Board of Trustees
- Maintain files on all departmental employees
- Disseminate material to other district personnel/departments
- Act as liaison between the department and schools/community
- Assist with all departmental initiatives in the Sunflower County Consolidated School District
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)