

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Personnel and Student Affairs 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:** Personnel and Student Affairs Director

**JOB GOAL:** To assure the smooth and efficient operation of the Personnel office so that the office maximize a positive impact on parents, staff, community, and the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:** The Personnel and Student Affairs Director (PSAD) Administrative Assistant is directly responsible to the Personal Assistance Service Device (PASD), performing secretarial/clerical duties that assist the Director Personnel and Student Affairs in carrying out assigned responsibilities.

- Coordinate and direct all operations of the district's personnel office to include personnel hiring and evaluation.
- Interpret and clarify personnel policies to all employees and resolve personnel grievances or complaints when requested by the Personnel and Student Affairs Director.
- Perform the usual office routines and practices associated with a productive and smoothly-run office.
- Establish and maintain appropriate personnel records for all staff members
- In coordination with district staff, recruit highly qualified individuals to fill all certified positions and other school personnel
- Handle all correspondence for the Personnel and Student Affairs Director
- Plan and direct programs of orientation of all new hires including substitute teacher new hire orientation, in-service, and performance training
- Ensure staff compliance with annual evaluation requirements per the SCCSD policies
- In coordination with the Personnel Director collect and compile employee intent forms, contracts, and at-will agreements as directed by state law and board policy
- Maintain and update a complete file of job descriptions for the district
- Collect, verify, and prepare data for the state personnel report as required by Mississippi Public School Accountability Standards
- Review/monitor the online application files to receive and establish transcripts, letters of reference, and similar documents pertinent to each job application
- Meet the public in a pleasant, respectful, and courteous manner, assisting public as required or desirable
- Work with other employees in cooperative, courteous manner at all times

- Oversee the background check of all new hires, which includes background checks from the Child Abuse Agency, Drug Screening tests, FBI and file documents accordingly
- Notify the Personnel Director regarding findings per outcomes of background results
- Complete employee verification requests
- Collaborate with the Public Relations supervisor to enhance district presence in community, surrounding areas, state, and nationally
- 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
- 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
- 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
- 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 Personnel Director

**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)