

Bottineau Public School Districts

Administrative Assistant Job Description

Qualifications:

1. High school diploma or general education degree plus two years beyond the high school degree and a minimum of one year previous office experience.
2. Ability to type 55 words per minute.
3. Demonstrated ability to operate a personal and mainframe computer and related software.
4. Ability to develop effective working relationships with students, staff and the school community.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Ability to perform duties with awareness of all district requirements and Board of Education policies.
7. Ability to read and interpret documents such as state and federal rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before parents, staff and students.
10. Ability to do essential mathematics functions and to use computer utilizing all mathematical and data functions.
11. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Reports to:

The Superintendent of Bottineau Public Schools

Supervises:

N/A

Performance Responsibilities

1. Communicates, collaborates, and cooperates with colleagues, supervisors and students.
2. Makes and receives telephone calls, takes messages, routes calls.
3. Serves as confidential secretary to Superintendent.
4. Supervises and distributes mail for entire building.
5. May review Superintendent's mail upon request and brings attention to important pieces of mail.
6. Greet all visitors.
7. Types, prepares, distributes, files records/reports, correspondence, etc. related to building functions and Superintendent needs.
8. Maintains school records and files for building, Superintendent and related requirements.

9. Prepare agendas and board packets for school board meetings. Maintains board minutes in a safe and secure location.
10. Prepares tuition agreements and billings for out-of-district tuition for students coming into Bottineau School District from area school districts.
11. Responds to questions, provide information, advise and inform board/Superintendent and prepare appropriate forms regarding open enrollment and no-charge tuition agreements.
12. Assists/orientates substitute teachers and educational support staff.
13. Confirms attendance/payroll for the building staff and works with the district level personnel in HR, payroll and the Substitute Coordinator.
14. Assists with District requested reports.
15. Takes/transcribes notes for correspondence when requested.
16. Attends Open House and parent teacher conferences and manages the teacher and support staff who are serving parents.
17. Schedules use of building, or manages the schedules as they are assigned.
18. Orders, processes and maintains office materials and equipment.
19. Operates standard office equipment.
20. Takes in-service training as stipulated by contract.
21. Other duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.