

**SURRY COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
JOB DESCRIPTION**

Job Title: Administrative Assistant to the Superintendent
Salary Index: .72
Reports to: Division Superintendent
FLSA Status: Non-Exempt

SUMMARY

Keeps official school division records and serves as the school division clerk of the board by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages the superintendent's calendar and independently schedules appointments.
- Screens incoming calls and correspondence and responds independently when possible.
- Records and types the minutes from all meeting of the school board and prepares any follow-up correspondence and responds independently when possible.
- Schedules school board members' attendance to conferences and meetings; handles registration and travel accommodations.
- Maintains log of board members activities for in service credit.
- Assists new school board members with orientation materials.
- Responsible for assignment of appropriate staff to cover the front office, staff scheduling during holiday periods, and general delegation of duties on keeping office presentable, safe, and efficient.
- Acts as custodian of school division documents and records.
- Directs preparation and filing of school legal documents with government agencies to conform with statutes.
- Operates computer terminal to input and retrieve data.
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or related degree or at least one year related experience and/or training; or equivalent combination of education and experience.

SKILLS and ABILITIES

Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS Ability to effectively operate all general office equipment (copy machines, computer, printers, etc.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

