

## Poquoson City Schools

### JOB DESCRIPTION

#### **TITLE: Administrative Assistant for Executive Leadership**

This position is \_\_\_ exempt or \_X\_ non-exempt

#### **PRIMARY FUNCTION:**

Performs a variety of complex and routine office procedures by using word processing, typing, clerical organizational, and data management computer skills to support school division executive leadership

#### **MINIMUM QUALIFICATIONS:**

- High school graduate or equivalent and three to five years of related work experience in progressively responsible positions, preferably in a business office or school system.
- Thorough knowledge of standard office practices, procedures and equipment.
- Proficiency with Microsoft Office and other standard office software and hardware.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to work independently with minimal supervision.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic bookkeeping/accounting procedures, standard office practices and equipment.
- Demonstrated knowledge of standard document formats and specific document formats used in assigned area; use of correct English grammar, spelling and punctuation; ability to interpret and apply policies and procedures; ability to plan and manage assigned functions.
- Proficiency in use of word processing software as exhibited by use of all program functions routinely used in the office, including some advanced features; proficiency in use of spreadsheet software as exhibited by use of beginner and intermediate level program function; initiative/ability to learn other computer programs as required; keyboarding skills with which to produce accurate work in a time efficient manner.
- Ability to maintain effective working relationships with others; professional attitude and good communications skills to deal with members of the public.

#### **GENERAL PERFORMANCE RESPONSIBILITIES:**

- Performs clerical, technical and administrative work for the School Board, Superintendent, Assistant Superintendent for Instruction and Support Services and other School Board Office staff.
- Functions as the Clerk of the Board as assigned by the School Board.
- Operates specialized software applications installed to collect and analyze data necessary for preparation of reports as required by Virginia Department of Education (VDOE).
- Collects and compiles information from various sources for records, reports and other division documents.
- Supports division efforts in public relations and employee recognition including preparing press releases and brochures as well as other related duties.
- Maintains confidentiality of reports, records, correspondence and communications.
- Maintains instructional files in accordance with State and Federal requirements.
- Serves as Division OMEGA Administrator, setting up all approval levels for grants.
- Serves as alternate Systems Administrator for Single Sign-on Web System (SSWS).
- Monitors budgetary spending of instructional staff for Federal and State grants and the Career and Technical Education program, prepares budget amendments and requests reimbursement.
- Prepares purchase orders, tracks payments and ensures all requests are within budget limitations.
- Plans and coordinates meetings.
- Prepares contracts and time sheets and monitors hours as required by law.

- Serves as division contact for regional Adult GED program; provides documentation and records according to regional grant requirements.
- Answers the telephone and responds courteously to the needs of the general public, parents, teachers, administrators and staff; maintains confidentiality in all interactions.
- Notarizes documents for members of the school division as needed.
- Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and appointment length 248 days

**REPORTS TO:**

Assistant Superintendent of Instruction and Support Services

**EVALUATION:**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

**APPROVED BY ASSISTANT SUPERINTENDENT FOR INSTRUCTION AND SUPPORT SERVICES**

December 2008

**REVISED BY ASSISTANT SUPERINTENDENT FOR INSTRUCTION AND SUPPORT SERVICES**

August 2014