

South Burlington School District Position Description

Position Title: Administrative Assistant to the Superintendent
Location: District/Central Office
Job Group: Non Union Support
Pay Level: Non-exempt, Grade 9
Reports To: Superintendent

Summary: To effectively support curriculum, instruction, and assessment initiatives and serves as a backup to the Executive Assistant to the Superintendent by coordinating and performing a variety of key administrative and project-based functions. To assist in maintaining a professional, friendly, positive, and respectful work atmosphere with strong emphasis on teamwork and providing effective and timely direct service to the central office, school-based staff, community members, and the School Board. Works in a highly visible office dealing with sensitive, confidential, communications and information.

Essential Duties and Responsibilities: *May perform other duties as assigned.*

1. Performs a variety of fiscal responsibilities but not limited to the following:
 - a. Performs bookkeeping functions related to the CFPG, Title III, Tobacco grants, and Mindfulness Program including: tracking, reviewing, and analyzing expenditures, and revenues. Prepares related invoices, purchase orders, reimbursement requests, and reports in a timely manner.
 - b. Assists in the preparation, monitoring of the budget and the development of financial reports for the Office of Instruction, including all professional development benefit spending, purchase orders, and reimbursement requests.
2. Support the Superintendent and Director of Learning with administrative tasks and responsibilities.
 - a. Prepares, distributes, and processes administrator feedback forms.
 - b. Prepares residency waiver and responses; follows up on any issues.
 - c. Prepares home-study correspondence; provides information updates to the District Data Coordinator.
 - d. Assists the Executive Assistant to the Superintendent with board packets, special projects, and assignments.
 - e. Attends board meetings on a rotation basis and takes minutes.
 - f. Assists Superintendent with highly confidential matters regarding students, staff, and community.
 - g. Responds to Agency of Education notifications and adheres to timelines as required. Disseminates memorandums and other relevant information to administrators and staff.
3. Provides the necessary process management skills and recordkeeping to help ensure that curriculum, instruction, and assessment initiatives are reached.
 - a. Assists in the development and oversight of grants such as the Consolidated Federal Program Grant (CFG), and Title III. Prepares and submits CFG information and amendments. Attends Agency of Education (AOE) grant meetings to stay current on grant regulations. Serves as a liaison to staff and principals on grant supported activities and reports.
 - b. Maintains Licensing Board (LSB) files and related webpage information current. Tracks spending for LSB budget.
 - c. Maintains employee supervision and evaluation records; maintains currency of data, runs and distributes report as needed.

- d. Organizes and coordinates professional development meetings, conferences, workshops, and travel arrangements. Acts as a liaison with higher education, agency, and/or other presenters when staff development or course work is planned. Maintains educator coursework records for salary credit.
 - e. Serves as the Rubicon Atlas system administrator: grants system and course access, manages courses, passwords, and contacts technical support as needed.
 - f. Manages the distribution, collection, and submission of testing materials as needed. Organizes and maintains assessment reports/information. Maintains a current knowledge base of state and local assessment administration process.
 - g. Reviews the educator census with the Human Resource coordinator, reporting yearly changes in assignment. Following up on HQT status of educators.
 - h. Researches, compiles, and analyzes data from a variety of sources to plan and prepare a variety of regular and special reports, charts, tables, and graphs. Creates and publishes district annual report card.
4. Performs a variety of general and specialized administrative, clerical, and data entry functions in collaboration with others in the Central Office.
- a. Serves in a support capacity by greeting and assisting office visitors, answering phones, responding to routine questions, maintaining calendars, and coordinating meetings.
 - b. Assists faculty and staff with curriculum, instructional and assessment work.
 - c. Performs clerical duties such as word processing, filing, copying, faxing, opening and distributing mail, using office equipment (i.e.: computer, scanner, copier)
 - d. Assists with the preparation, editing, and distribution of documents such as correspondence, forms, policies, procedures, reports agendas, contracts, websites, and the like related to curriculum, instruction, and assessment.
 - e. Designs, implements, and maintains a filing system for record keeping, reporting systems, and timelines, including a variety of computer software applications (i.e.: Rubicon Atlas, SIS).
5. Serves as member of and liaison to member of the Mindfulness Program Planning Committee. Actively participates in meetings, provides information to internal and external participants.
6. Crossed trained to serve as a backup to other co-workers in the performance of general office functions in support of the overall team.
7. Performs other duties as assigned by the Superintendent.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. May occasionally assist in the training, hiring, and supervision of others. Regular attendance in accordance with established scheduled days/hours.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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: Associates degree plus 2 or more years of secretarial work in an educational/professional setting or a combination of education and experience from which comparable knowledge and skills are acquired. General understanding of organizational structure, and administrative operations is preferred.

Language Skills: Excellent oral and written communication skills. Ability to read and interpret documents such as policies, safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write

reports and correspondence. Ability to courteously, efficiently, and effectively present information and respond to questions from vendors, supervisors, employees, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Technology Skills: Ability to successfully use email, internet, Microsoft Office programs and related software applications. Proficient in utilizing the student information software, ExpertScan, Emergency Broadcast Software, DOE G3 software. Experienced developing and maintaining websites. System Administration for Rubicon Atlas software. Must learn and utilize new software programs as systems are upgraded.

Reasoning Ability: Ability to solve practical problems and deal with situations where only limited standardization exists while using initiative, discretion, and independent judgment. Must handle a high level of responsibility incorporated with decision making capabilities. Must possess and demonstrate unequivocal confidentiality with regard to official school district and school board business and matters related to privacy rights of students, parents, and employees.

Other Skills and Abilities: Current knowledge of local, state, or federal policies, procedures and other relevant regulations, laws or the like. Ability to perform duties with awareness of all District requirements and School Board policies. Highly organized, self-directed, accurate and demonstrate attention to detail. Ability to establish and maintain effective working relationships with students, staff and the school community. Typing and transcription experience required. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

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 as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, see, and hear. The employee frequently is required to walk, and demonstrate manual dexterity to type, operate office equipment, file, reach, and grasp items. The employee is occasionally required to stand. Specific vision requirements include close, depth and color vision. The employee must be able to transport materials and equipment from building to building for meetings.

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.*

The noise level in the work environment is usually quiet to moderate and is performed primarily in an office environment. The employee frequently interacts with the public and other staff and regularly meets multiple demands from various sources.

Terms of Employment: As specified on the Memorandum of Agreement for Support Staff.

Evaluation: Performance will be evaluated at least annually.

Developed: 1/26/05 J. Canning

Revised/Approved: June 1, 2016

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____