

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: DISTRICT ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

GENERAL DESCRIPTION: The purpose of the position is to provide district records management and administrative assistance to the Superintendent of Schools. The District Administrative Assistant to the Superintendent is primarily responsible for the management of district reporting to the state and district reporting to the community. This position also provides administrative support such as assisting district staff with district office reception, answering phones, taking messages, coordinating general district operations, and communicating with the schools, community, state agencies, and general public.

QUALIFICATIONS: High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Knowledge of word processing, spreadsheets, student database, and other office software preferred.

KNOWLEDGE: As this position is a highly visible position serving the school community as well as the community at large, knowledge of general school office or a professional office environment is required. This position also requires an appreciation and understanding for multi-tasking in a service oriented environment, and a strong working knowledge of the English language.

SKILLS:

1. Must have good human relation skills and be able to communicate well with others.
2. Must have the ability and willingness to learn a wide variety of tasks required in student recordkeeping and school office operation.
3. Must be able to multi-task and be flexible to meet the varying needs of school staff, students, parents, and office visitors.
4. Must be able to work with noise levels of a typical office.
5. Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software, as well as general office equipment operation such as phones, fax, copier, etc.

ABILITIES:

1. Requires the ability to communicate a variety of information in written, oral, diagrammatic, or other forms.
2. Requires extraordinary attention to detail and follow through to meet deadlines and commitments affecting the status and future of school district.

3. Requires conscientious attention to detail and commitment to accuracy for local, state, and federal reporting has a direct influence on district funding and operations.
4. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
5. Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.
6. Requires the ability to interpret instructions furnished in various forms, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
8. Requires the ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database, and software programs.
9. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
10. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**CLASSIFICATION:** This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** No staff supervision responsibilities

**PERFORMANCE RESPONSIBILITIES:**

**SCHOOL DISTRICT ANNUAL REPORTS:**

1. Interfaces with town and printer for coordination of report.
2. Compiles all information for school district annual report.
3. Notifies school board, administration, committees, etc. of deadlines for reports.
4. Follows up on information and proofreads information prior to delivery to printer.
5. Forwards information to printer, town, and state.

**SCHOOL DISTRICT ANNUAL MEETINGS:**

1. Oversees the annual meeting timeline and deadlines.
2. Oversees the posting of annual meeting documents.
3. Places notice of hearings and meetings in newspapers.
4. Distributes annual appropriation reports to local and state agencies.
5. Distributes minutes to state agencies.
6. Distributes information to auditors and bond counsel as needed.

**SCHOOL AND DISTRICT CALENDARS:**

1. Drafts school calendar and distributes to school board and union representatives.

2. Revises calendar as needed and distributes approved calendar to local and state agencies.
3. Keeps track of emergency closings and delayed openings.
4. Drafts letters and completes forms as needed to comply with state regulations.

#### HOME SCHOOL EDUCATION:

1. Maintains all records for home school students.
2. Mails out information to new and existing home school parents.
3. Reviews materials for completion and compliance.
4. Forwards letter of acknowledgement.
5. Notifies parents of deadlines for annual evaluations.
6. Follows up for non-compliance issues.
7. Provides schools and state with updated home school student list as needed.
8. Functions as parent liaison fielding questions and providing support.

#### STUDENT ENROLLMENT AND REPORTING:

1. Oversees the student enrollment and reporting process to the state.
2. Functions as state liaison fielding questions and providing support.
3. Interfaces with the state receiving information and distributing information to the schools.
4. Follows up on status of reports due to state and federal agencies.
5. Supplies Superintendent with copies of reports.
6. Interfaces with high school guidance office on regular basis to receive updated drop out information.

#### PROFESSIONAL STAFF CERTIFICATION & STAFF DEVELOPMENT:

1. Maintains database of professional and paraprofessional certified staff.
2. Maintains all staff development records for professional and paraprofessional staff.
3. Processes renewal notices for certification.
4. Provides staff development coordinators and Special Services Director with current certification list and updates as needed.
5. Provides Superintendent with regular updates on certification status.
6. Maintains inventory of staff development manuals and forms.
7. Revises staff development manual and forms as needed.
8. Provides state with information regarding teacher salary schedules and status.
9. Oversees the process for additional and alternative certification obtaining signatures and filing copies of information submitted to state.
10. Checks regularly with staff members under alternative certification as to status of plan.
11. Works with Superintendent on course reimbursement approval and record keeping.
12. Inputs education, certification, and highly qualified information for all district professional staff.
13. Functions as state liaison fielding questions and providing support.
14. Types non-renewal letters and maintains copies and files.

#### PERSONNEL MANAGEMENT:

1. Assists with the personnel process.
2. Completes personnel surveys as requested by state and other agencies.
3. Greets new and prospective employees and provides employment information.
4. Provides assistance to employees as needed.
5. Submits and monitors benefit change forms and notifies Business Manger.
6. Oversees the background check process and complies with the law.
7. Tracks submission of required information for employment and sends out notices for missing information.
8. Notifies administration of staff members not in compliance with requirements.
9. Notifies state agencies of new hires and terminated employees as needed.
10. Maintains supply of employment forms and information.
11. Prepares employment packets for teachers, administrators, paraprofessionals, and support staff.
12. Receives and distributes employment resumes for schools.
13. Places advertisements in newspapers and in on-line employment sites.
14. Maintains the on-line employment sites for the district updating as needed.
15. Receives and distributes personnel information to individuals that need to know.
16. Types, distributes, and maintains inventory of collective bargaining agreements.
17. Inputs education, certification, and highly qualified information for all district support staff if applicable.
18. Maintains overall personnel database on all employees.
19. Assists with personnel handbooks.
20. Supports the availability of school substitutes for all schools by overseeing the hiring process, supplying schools with information on new candidates, maintaining a list of substitutes for each school, checking with schools for updates throughout the school year, etc.
21. Assists with the school volunteer process including background checks and providing district volunteer information.

#### ADMINISTRATIVE SUPPORT:

1. Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
2. Maintains confidentiality.
3. Demonstrates punctuality, good attendance, and work ethic for all duties.
4. Responds to requests in a timely manner.
5. Adheres to school board policies and administrative procedures.
6. Adheres to all state and federal laws, rules, and regulations.
7. Serves as a liaison between district administration and schools, parents, and others.
8. Maintains all district files in an accurate manner.
9. Makes appointments for Superintendent and other district administration as needed.
10. Answers phone lines and directs calls.
11. Opens and distributes inter-district and outside mail.

12. Types, copies, distributes, and files correspondence for Superintendent.
13. Maintains office supplies including maintenance of office equipment.
14. Arranges for the posting of meetings per guidelines.
15. Places information in newspapers as required.
16. Types and distributes other agreements such as driver education, rental, etc.
17. Oversees school board meeting process with postings, agenda, minutes, e-mail, and board packages.
18. Schedules printing of reports, documents, and mailings.
19. Assists with legal cases as needed.
20. Updates the district website for school board minutes and announcements.
21. Assists with special meetings and training sessions at the district office and for the district office.
22. Books the professional development center and other available spaces in district office.
23. Assists with the bid process as needed.
24. Attests to signatures for legal purposes.
25. Maintains district manuals, annual reports, etc.
26. Oversees the phone system changing greetings, scheduling maintenance, etc.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
4. Tasks may involve extended periods of time at a keyboard or work station.
5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
6. Some tasks require oral communications ability.
7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic

- hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
8. Noise level is that of a typical school or office setting.

**TERMS OF EMPLOYMENT:**

1. Year round, 5 days per week, 8 hours per day
2. Work day 7:30 am to 3:30 pm
3. Hourly wage with overtime subject to compensatory time per school district policy
4. Clear criminal background check
5. Verification of health to perform job
6. Valid driver's license
7. Support staff contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.