

Red River Parish School Board

Job Description

TITLE: **Superintendent's Administrative Assistant**

Qualifications: High School Diploma or GED with additional specialized or technical training

Four to six years job related experience; or equivalent combination of education and experience

Ability to type using a typewriter, computer, copier, facsimile necessary to perform essential functions of the job/department

Superordinate: Superintendent

Performance Responsibilities

1. Performs various administrative duties as directed by the Superintendent.
2. Reads and routes incoming mail and drafts responses, acknowledgments, etc. when appropriate.
3. Composes and types correspondence on own initiative based on knowledge of Superintendent's views and/or instructions.
4. Process and/or prepares outgoing mail.
5. Schedules appointments and meetings for the superintendent.
6. Answers telephone calls and greets visitors ascertaining nature of business and connecting callers/visitors to appropriate staff or department.
7. Attends Red River Parish School Board meetings, assisting the superintendent, board members and board secretary as needed.
8. Serves as backup secretary to take and transcribe board meeting minutes.
9. Composes and types all business correspondence.
10. Handles travel, reservations, and registrations for superintendent.
11. Handles information of a confidential nature.
12. Files correspondence and other records.
13. Records minutes of staff meetings.
14. Makes copies of correspondence or other printed matter.
15. Provides clerical support when District Superintendent's meetings are hosted in the parish.
16. Maintains a professional image of the Superintendent's Office.
17. Performs other related duties as required or assigned.
18. Ability to plan, organize and supervise the work of assigned personnel.
19. Ability to work tactfully and harmoniously with board members, schools, staff, agencies, parents, and/or public, media and legal counsel.
20. Physical stamina and emotional stability to work effectively under pressure/stress and keep all aspects of the job under control.
21. Ability to hold highly sensitive records, reports, conversations in confidence.
22. Pleasant and correct telephone manners.
23. Ability and initiative to plan, organize, and carry out assignments without supervision.
24. Ability to read and interpret business reports and documents.

25. Ability to effectively present information to superintendent, board members, staff and employees.
26. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
27. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
28. Ability to exercise a high degree of judgment and initiative to determine approach or action in non-routine situations.
29. Performs other duties as assigned by the proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 12 Months