

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Administrative Assistant to the Superintendent

**Date Approved/Updated:** April 23, 2019

**Location:** District Offices

**Job Group:** Non-Union

**Reports to:** Superintendent

**Summary of Position Responsibilities:** To assist and relieve the Superintendent of paperwork and other duties so that he/she may devote maximum attention to meeting the outcomes described in the Winooski School District's Ends Statement.

**Essential Duties and Responsibilities:**

- Obtains, gathers, and organizes pertinent data as needed and puts into usable form.
- Supplies information requested through questionnaires or otherwise to other school systems, teachers, colleges, state and federal agencies, etc.
- Maintains the District's Policy Manual and distributes same as required.
- Prepare and review reports as assigned by the Superintendent.
- Reports regularly to the superintendent on any developments or problems within the district coming to his/her attention and requiring the Superintendent's awareness or action.
- Maintains a regular filing system.
- Receives and coordinates all messages received in Central Office.
- Processes correspondence, reports, notices, etc. as directed by the Superintendent.
- Maintains a schedule of appointments and makes arrangements for conferences and interviews.
- Welcomes visitors and arranges for their comfort.
- Coordinates the collection and dissemination of full and accurate minutes of all School Board
- Assists in the preparation of agendas, distributing and posting as required in a timely fashion.
- Assist with the preparation of all necessary legal notices and causes same to be properly advertised.
- Distributes or coordinates distribution of incoming mail to the proper departments.
- Assist the Winooski Teachers Standards Board by processing information relative to teacher licensure.

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*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and 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.*

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- Coordinates summer vacation schedules for year-round employees.
- Coordinates the scheduling of all facilities use, both internal and external.
- Acts as payroll officer reviewer along with Superintendent.
- Assists with the development and design of all district-wide forms and maintains an adequate inventory of same at all times.
- Manages district key/access card system.
- Performs other tasks and assumes other responsibilities as the Superintendent may assign or delegate.

**Supervisory Responsibilities include:** training, addressing complaints and resolving problems, planning, assigning, and directing work.

**Qualification Requirements:**

*The requirements listed below are typical 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 higher. Prior experience in secretarial and office procedures.

Certificates, Licenses, Registrations: N/A

Language Skills: Strong oral and written communication skills.

Mathematical Skills: Strong computational skills.

Reasoning Ability: Must be able to problem solve in a fast paced environment.

Other Skills and Abilities: Self motivated. Excellent computer skills. Strong organizational skills.

**Physical Demands:**

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- Standing     Walking     Sitting     Lifting     Carrying     Pushing  
 Pulling     Climbing     Balancing     Stooping     Kneeling     Crawling  
 Crouching     Reaching     Handling     Fingering     Feeling     Talking  
 Hearing     Far Vision     Near Vision     Color Vision     Depth Perception     Repetitive Motion  
 Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work XX	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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**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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

<u>  </u> O__Exposure to weather	<u>  </u> N__Extreme heat	<u>  </u> N__Extreme cold	<u>  </u> F__Noise	<u>  </u> O__Dust, vapors, fumes
<u>  </u> C__Time constraints	<u>  </u> C__Public contact	<u>  </u> C__Deadlines	<u>  </u> O__Travel	<u>  </u> C__Inside work

**Terms of Employment:** Salary and benefits to be negotiated with the Superintendent. Full-time position (260 days).

**Evaluation:** Performance of this job will be evaluated by the Superintendent.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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