



**POSITION DESCRIPTION
ST. ANTHONY–NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: District Office Administrative Assistant	Department: Administration	Bargaining Unit:
Immediate Supervisor: Superintendent	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Superintendent, the District Office Administrative Assistant is responsible for providing administrative support to the Superintendent and the School Board by providing high-level, confidential and administrative support functions. Duties and responsibilities of the position include assisting in the development and assembly of Board meeting agendas; Superintendent meeting agendas; attending all board meetings, producing documentation for all Board actions, taking and publishing minutes and resolutions; maintaining personnel files, seniority lists, verifying licensure, employee contracts, assignments and appointments, and creating job postings.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative support to the Superintendent and District Office.
 - a) Assists with the development of agendas, written correspondence, presentations and publications.
 - b) Prepares, researches, and/or assembles materials for various committee meetings.
 - c) Screens and filters all calls, handles more routine questions/issues, directs callers as appropriate.
 - d) Schedules appointments, makes arrangements for conferences and meetings.
 - e) Addresses questions and issues concerning open enrollment and related requirements and processes.
 - f) Maintains Superintendent and department files/records and assure data privacy and confidentiality requirements.
 - g) Serves as a liaison between district personnel, the public and the Superintendent and Board.
 - h) Makes arrangements for workshop and staff development activities at the district level.
- Serves as the School Board Clerk by:
 - a) Assisting the Superintendent in preparing the monthly agenda, the preparation, assembly and distribution of Board packets and supporting documents.
 - b) Attends Board meetings, workshops, and prepares board meetings and records board actions.
 - c) Posts all legal notices and meeting schedules, meeting minutes, and maintains Board archives in accordance with state law.
 - d) Updates school district policies and posts Board approved policies, minutes and documents to the website.
- Provides administrative support and assistance in performing various Human Resource support functions including:
 - a) Facilitates initial meetings with all new staff. Completes background checks for all staff in the district.
 - b) Ensures all staff are properly coded per building budgets and slotted appropriately within the adopted pay scales.

- c) Distributes notifications to current employees, as necessary.
 - d) Maintains all personnel records and files.
 - e) Compiles seniority lists and verifies licensures for all staff.
 - f) Produces assignment sheets, secures appointments with the Superintendent for staff/personnel issues.
 - g) Communicates with district administrators regarding job postings, staffing issues, district meetings, employee interviews, or district initiatives.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
<ul style="list-style-type: none"> • Office principles and practices of office administration and organization. • District organization, programs and administrative policies and procedures. • Fundamentals of parliamentary procedures. • Fundamental of office organization, records retention and records management principles and practices. • Data privacy, open meeting laws and procedures, requirements and rules concerning the publication of Board actions. • District and Board procedures and policies and MSBA rules and state guidelines. • Fundamentals of HR recordkeeping, application of employee agreements, and a fundamental understanding of HR rules and requirements. • Familiarity with office equipment, computers, general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.) or specialized software/applications utilized by the district as it pertains to duties and responsibilities. 			
Required Work Experience in Addition to Formal Education/Training:			
Minimum of 5 years administrative support and secretarial experience.			

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a valid driver's in the State of MN. Registrations with MDE, MSBA, IC, AESOP and Applitrack.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Implementing office principles and practices of office administration and organization. • Understanding, applying and following district programs, administrative policies and/or procedures. • Understanding, following, applying and communicating parliamentary procedures. Performing Board Secretary functions; taking, distributing and posting minutes; compiling, assembling, and distributing Board packets, agendas and materials. • Operating and using computers and office productivity software or specialized district applications. • Implementing records retention and records management principles and practices. • Interpreting and applying data privacy, open meeting laws; publication requirements of Board actions; contract language and provisions. • District and Board procedures and policies. • Public relations and communication skills. • Learning, interpreting and following HR policies, rules, guidelines, contracts, and related issues. • Office organization and time management skills. • Communication skills, discretion and judgment in dealings with district staff administrators, Board members, parents and the public. • Customer service and human relations skills in assisting, screening, handling and dealing with informational requests of both district staff and the public. • Using, applying, and performing word processing, database maintenance, web maintenance, spreadsheet creation and use of presentational, graphic programs or other office productivity software. • Applying basic math skills in adding, subtracting, dividing, multiplying, calculating percentages, ratios or averages or percentiles. • Organizing, making arrangements for and carrying out departmental projects, coordinating events and activities with minimal direction in accordance with established management, departmental operations, and work methods. • Applying judgment, discretion and initiative in addressing job functions in accordance with policies, procedures and rules of the district and administrator directives.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

