

Wrightstown Community School District
District Administrative Assistant
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs, and expectations of the Wrightstown Community School District
- Assist and support the District Administrator and District Staff in day-to-day operations of the school district
- Perform confidential, skilled office work calling for considerable individual judgment
- Present a positive image in contacts with students, parents, staff, and community
- Promote and encourage a positive School District experience for students, parents, staff, and community

Performance Responsibilities**➤ Communications**

- Function as the receptionist in greeting the parents, public, and staff in person and on the phone
- Maintain a high degree of confidentiality within and outside the District and work collegially with all staff members and the general public
- Serve as a resource and conduit of information for students, parents, staff, and community
- Gather and disseminate important information in a timely manner

➤ Record Keeping

- Prepare, maintain, and distribute Board of Education minutes, public notices, and agendas
- Maintain and update the Board of Education policies and procedures
- Manage annual school board election process by collecting candidate names, determining the need for a primary election, communicating with District elected officials, preparing the ballots, and communicating District results
- Assist in the development and distribution of Annual Board Meeting packet
- Compile and complete information for Department of Public Instruction reports pertaining to enrollment, membership, open enrollment, licensure, and assignment reports
- Compile and complete all reports pertaining to WISEdash, SSIS, WSLS, Civil Rights, Non-Discrimination, CWCS, School Performance Report Card and the Food Service purchasing contract
- Conduct annual census

➤ Information Management

- Compile data from a variety of sources for the purposes of complying with financial, legal and/or administrative requirements
- Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients
- Organize and prepare information for the purpose of documenting activities, providing reference material, and/or conveying information (e.g. District website, calendar, newsletters, newspaper articles)

➤ Human Resource Support

- Maintain and update personnel files
- Prepare and distribute individual teaching, staff, and coaching letters of employment
- Monitor staff licensure
- Conduct background checks on all new employees, including certified staff, support staff and coaches
- Maintain applicant files for vacancies and post job vacancies
- Organize annual Health Risk Assessment and District wellness activities

➤ Collaboration and Problem Solving

- Collaborate with other clerical support staff throughout the district
- Train staff, maintain substitute teacher pool, assist with scheduling, and problem solve with regard to the AESOP substitute teacher system

➤ Other Responsibilities

- Assist in the planning, staffing, organization, and scheduling of Summer School
- Perform all other duties as District Administrator or Board may determine.

Qualifications

- Associate degree as an administrative assistant or a minimum of three years of previous successful work experience in a professional office environment
- Knowledge of the following tools and office equipment: personal computer, copy machine, telephone, district-specific software, email, EXCEL, WORD, ACCESS, GOOGLE
- Strong oral and written communication skills
- Strong human relations skills
- Ability to work independently
- Ability to prioritize tasks

Reports To

- District Administrator

Evaluation

- Annual written evaluation to be completed by the District Administrator.

Adopted: 1/15/14

Reviewed:

Revised: 2/15/17