

Burrton USD 369
Administrative Assistant (Central Office Secretary) Job Description

Purpose: The Administrative Assistant provides office and clerical support to assist with the efficient operation of the school district – primarily that of the central office. To accomplish these tasks, the Administrative Assistant works closely with the administration of the District.

Responsible to: Superintendent

Payment rate: Salary and benefits as established by the Board of Education.

Qualifications:

1. High school diploma or equivalent
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary preferred.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Pleasant and welcoming demeanor.

Essential Functions:

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the district and community.
4. Change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Perform the usual office practices associated with a productive, smoothly-run office.
2. Type, file and reproduce materials for administrative or instructional use, etc.
3. Place and receive phone calls in a calm, professional manner.
4. Assist students, teachers, principals, and other staff members whenever possible.
5. Observe and follow all school district policies at all times.

6. Keep student and personnel information and records confidential.
7. Complete the following tasks as assigned including, but not limited to...
 - Pick up, open/sort mail, and deliver.
 - Oversee office equipment.
 - Prepare/Mail out BOE packets.
 - Update BOE policy books
 - Create and distribute district newsletter.
 - Update and print yearly calendar.
 - Prepare professional agreement.
 - Prepare contracts.
 - Create business cards for district employees.
 - Operate electronic doors and issue keys as needed.
 - Update employee handbook and distribute.
 - Print envelopes for district.
 - Schedule maintenance and inspections for all school vehicles.
 - Schedule activity trips.
 - Oversee vehicle reservations
 - Maintain all vehicle records for state reports.
 - Enter all bills into eReq system.
 - Create purchase orders.
 - Sign checks/transfers.
 - Place orders for the district.
 - Serve as the districts Freedom of Information Office. Send out information as requested.
8. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Perform other duties and assume other responsibilities as assigned by the principal or superintendent.