

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

CENTRAL OFFICE SUPPORT OPERATIONS ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. Excellent communication skills
2. Strong computer skills
3. Strong organizational skills
4. Friendly, positive, and outgoing personality

DESIRED QUALIFICATIONS:

1. Experience dealing with students, staff, parents, and the community-at-large

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: To provide organizational support for Director of Facilities and Transportation in their work within the Transportation and Facilities departments.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates positive and effective communication skills, sound organizational skills, and clear and concise writing skills.
2. Provides the following assistance in Operations & Maintenance:
 - a. Inputs requisitions and keeps track of all purchase orders, processes all Operations & Maintenance invoices.
 - b. Places Operations & Maintenance orders.
 - c. Processes incoming Operations & Maintenance reports and correspondence.
 - d. Assists and supports any Operations & Maintenance bid processes (drafts forms/places ads/tracks paperwork).
 - e. Keeps records of utilities, property services, and inspections.
 - f. Maintains facility building binders.
3. Provides the following assistance in Transportation:
 - a. Takes parent phone calls regarding transportation.
 - b. Helps troubleshoot route coverage.
 - c. Posts and monitors trips.
 - d. Tracks bus mileage and gas usage.
4. Responsibilities may be adjusted within the Central Office team.
5. Any other duties as assigned by the Director of Facilities and Transportation or Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document.

Approved: April 13, 2022