

**FIVE TOWN CSD
JOB DESCRIPTION**

CENTRAL OFFICE 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, parents, and the community-at-large

REPORTS TO: Superintendent

JOB GOAL: To be a pleasant, positive, and knowledgeable liaison between the public, District staff, and the Central Office, and to assist with administrative tasks as needed, and other duties as assigned by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Answers phones, assists the public, and directs calls to the appropriate office.
2. Meets and greets visitors and directs them to the appropriate place.
3. Demonstrates positive and effective communication skills, sound organizational skills, and clear and concise writing skills.
4. Assists with the check/cash deposit process.
5. Sorts, distributes, and handles US postal and interoffice mail.
6. Orders, receives, accounts for, and distributes office supplies.
7. Manages the scheduling of the Central Office conference rooms.
8. Manages school volunteer programs by processing applications, conducting background checks, establishing annual master list of volunteers.
9. Updates and maintains volunteer handbooks, protocols, relevant binders, and databases.
10. Maintains and troubleshoots office equipment issues and calls for service as needed.
11. Maintains professional appearance of office spaces, conference rooms, eatery, storage, and records areas.
12. Supports Central Office with overflow work as time permits and as assigned by Superintendent.
13. Processes Work Permits, and Horizon Arts contracts.
14. May provide the following assistance to the Director of Facilities and Transportation:

- a. Inputs requisitions, places orders, and processes Ops and Maintenance invoices.
 - b. Processes incoming Ops and Maint reports and correspondence.
 - c. Assists and supports Ops and Maint bid processes (e.g., drafts forms/places ads/tracks paperwork).
 - d. Maintains accurate records of utilities, property services, contracts, equipment, buildings, etc
 - e. “Fosters clear communication” OR “Acts as a liaison” between Ops and Maint staff and outside contractors and vendors.
15. Maintains and updates Central Office emergency documents and procedures.
16. Responsibilities may be adjusted within the Central Office team.
17. Performs other duties and responsibilities as may be assigned by the Superintendent or Business Manager.

LEGAL AND ETHICAL DUTIES:

- 1. Maintains confidentiality about all aspects of student and staff 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 this document.

History:

Approved: 04/06/16, 06/05/19, 04/06/22

Approved: March 1, 2023