

Red Wing Public Schools Position Description

District Administrative Assistant

General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Superintendent
Grade Placement:	15 / 650
FLSA Status:	Exempt

Position Summary

The District Administrative Assistant provides support for the Superintendent and other district-level administrators, coordinates school board meetings and committee meetings; conducts administrative projects and functions; coordinates communications efforts, coordinates school district elections; provides district office receptionist duties; and assists with emergency announcements.

Essential Duties and Responsibilities

1.	<p>Provides administrative assistance to the Superintendent and other district-level administrators:</p> <ul style="list-style-type: none">a) Compiles and processes confidential data and information regarding district operations, negotiations, and personnel management.b) Develops, interprets, and communicates district policies, procedures, and handbooks.c) Prioritizes, composes, edits, and formats documents on own initiative or when directed.d) Performs other general office duties such as maintaining administrator calendars, scheduling meetings and rooms, coordinating and taking notes for administrative meetings, and other tasks.e) Addresses concerns, problems, and complaints.f) Reports regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.
2.	<p>Coordinates school board meetings and committee meetings.</p> <ul style="list-style-type: none">a) Maintains schedule of meetings.b) Establishes agendas, obtains supporting documents, prepares agenda packets, and posts meetings as required by law.c) Ensures reports are prepared for the Superintendent and Board of Education.d) Provides historical information related to school board agendas, official activities, and decisions.e) Ensures meeting spaces and technology arrangements are prepared in advance.f) Attends school board meetings and committee meetings.g) Greets visitors at meeting. Explains procedures related to public comment.h) Takes minutes of meetings, obtains approval from School Board Clerk, and arranges for publications of approved minutes as required by law.i) Determines and implements actions needed as a result of meetings. Communicates decisions and actions with appropriate staff and community members.j) Summarizes issues after each board meeting to share with staff members and others.

3.	<p>Conducts administrative projects and functions:</p> <ul style="list-style-type: none"> a) Completes special projects and reports. b) Prepares data for public dissemination of information. c) Compiles required information and processes reports to various federal and state agencies. d) Communicates with school attorney as directed by the Superintendent, various local and state agencies, and the local media.
4.	<p>Coordinates communication efforts:</p> <ul style="list-style-type: none"> a) Develops internal communications plan. b) Prepares messages and brochures for distribution to internal audiences. c) Solicits feedback from students and parents. d) Coordinates communications efforts with other school employees and external
5.	<p>Coordinates school district elections:</p> <ul style="list-style-type: none"> a) Serves as the Election Clerk or Deputy Clerk b) Completes resolutions and legal publications/notices. c) Coordinates candidate filing. d) Implements absentee voting processes. e) Hires and trains election judges. f) Coordinates activities on election day. g) Provides assistance to candidates for the School Board and assists newly elected members.
6.	<p>Assists with emergency announcements:</p> <ul style="list-style-type: none"> a) Manages district software and related data entry. b) Maintains emergency contact lists. c) Contacts parents and/or local media when there is a late start, early release, or school closure.
7.	As needed, may provides coverage for District Office Receptionist when he/she is absent or on break.
8.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 1-2 years of college or commensurate experience

Degree Information: Associate's Degree or commensurate experience

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 3 years of secretarial, clerical or customer service / support experience

Licenses / Certifications Required:

- Driver's License
- Notary Public (after employment)
- Training as an election clerk (after employment)

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of general office procedures and practices of the district.
- Office etiquette and customer service procedures and routines.
- Specialized district software and applications.
- General record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Computer operation and use.
- Use of such equipment as intercom system operation, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment
- Familiarity with general office productivity software and applications (for example, word processing, spreadsheet, presentational software, email programs, social media applications, etc.)

Essential Skills Required to Perform the Work

- Problem solving and critical thinking.
- Verbal and written communication.
- Applying and using word processing applications, spreadsheet applications and specialized database applications.
- Customer service and human relations skills for dealing with employees and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or monitoring district record maintenance activities.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

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

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

Created: 6/1/19

Revised: 11/18/19