

**Assistant to the Director of Student Services/
Executive Secretary II/Administrative Assistant
Job Description**



SALARY: [Grade 63](#) **FLSA STATUS:** Nonexempt

REPORTS TO: Director of Student Services

SUPERVISES: N/A

JOB SUMMARY: Provides executive secretarial support to the director and department. Prepares work, including but not limited to performing clerical duties; performing administrative duties; conducting bookkeeping operations; and conducting payroll functions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- High School diploma
- Associate secretarial degree preferred
- Five years of previous experience supporting a high-level administrator

ESSENTIAL DUTIES/RESPONSIBILITIES:

Discretionary Admission and Release

- Manage all components of the Discretionary Admission and Release process, ensuring compliance with district policies and timelines.
- Process and review Discretionary Admission applications accurately and efficiently.
- Develop and maintain accurate reports for presentation to the Superintendent.
- Coordinate and schedule related appointments and collect tuition payments in accordance with district financial procedures.

Records and Data Management

- Manage transcript and records requests across multiple databases, ensuring accuracy, confidentiality, and timely response.
- Maintain and update the annual Records Checklist for schools; collaborate with the Curriculum Department to add or revise items as needed.
- Coordinate and oversee the purging and imaging of student records from all high schools in compliance with district retention policies.

Financial Management

- Perform bookkeeping operations: handle accounts payable/receivable, mileage reimbursement, monitor expenditures by line item and funding source, and prepare and maintain local, state, and federal budgets.

- Oversee Family Resource Center financial processes, including submission of purchase orders, check requests, and related documentation.
- Record and receipt payments, reconcile accounts, and ensure proper documentation for all financial transactions.

Administrative and Clerical Support

- Perform a wide range of clerical duties including arranging conferences and interviews, copying and distributing materials, maintaining files and records, processing mail, managing telephone communications and providing administrative support to the Director and Assistant Director.
- Maintain office supply inventory, order supplies, place maintenance calls, and perform minor office equipment repairs.
- Assign call center work tickets to technicians, assist with contractual agreements,
- Support HR functions including posting job vacancies, processing employee separations, and submitting hiring recommendations.
- Prepare and process payroll data for certified and non-certified employees, including time sheets, leave balances, and leave forms.
- Coordinate services for sign language interpreters for deaf parents and students, including creating purchase orders, scheduling meetings and events, and managing professional development logistics.
- Other duties as assigned by the Director.

Technology and Communication

- Manage departmental and program websites, ensuring content accuracy and alignment with district communication standards.
- Manage departmental email and calendar, ensuring timely communication and scheduling of meetings and events.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of office procedures and the operation of common office equipment and machines
- Knowledge of bookkeeping and accounting techniques and procedures
- Knowledge of Board and school policies and procedures
- Knowledge of handling all types of typing/keyboarding, routine correspondence, and mail related tasks
- Knowledge of appropriate procedures for processing purchases, travel, payroll, and related clerical tasks
- Coordinating skills to organize written records and information, scheduling appointments and activities, and to maintain files such as payroll, personnel, purchasing, fixed assets and correspondence
- Administrative skills to monitor financial data and interpret policies and procedures
- Analytical skills to assist in analyzing financial budgets
- Communication skills to converse with students, staff and parents
- Computer skills to install software programs
- Manual skills for minor repair of office equipment
- Planning skills for budgeting and resource allocation, to plan special events/ activities and workshops, and for developing monthly/yearly reports
- Mathematical skills for monthly/annual reports, payroll, purchase orders, and financial records

- Software/word processing skills to generate forms for data collection, calendars, newsletters, correspondence agendas, and spreadsheets

PHYSICAL REQUIREMENTS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Work is performed in an office environment
- Regular data entry function could cause carpal tunnel syndrome and/or eye strain, ordinary care and precaution are required.

MONTHS OF EMPLOYMENT: 12 Months

EVALUATIONS: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER
Follow the Hiring Process instructions on the Buncombe County Schools' website:
www.buncombeschools.org/hiringprocess