



CANFIELD LOCAL SCHOOLS

Job Description

Administrative Assistant to the Superintendent

QUALIFICATIONS:

1. Associate Degree with a major in Office or Business Administration preferred
2. A minimum of five years of successful office experience
3. Demonstrated proficiency in using word processing and database programs on a personal computer, including speed and accuracy
4. Excellent verbal communication and writing skills
5. Ability to greet and respond to requests from professional staff and the general public
6. Self-motivated with the ability to work with little direction
7. Ability to handle confidential matters, set priorities, and work well under pressure with an attention to detail
8. Ability to give direction concerning operational procedures to Central Office staff
9. Ability to plan and organize staff development activities for the District's secretarial staff
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

JOB GOAL:

To provide administrative support in all operational matters to the Superintendent of Schools so that he/she may devote maximum attention to the central problems of education and educational administration.

REPORTS TO:

Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordinates communications between the Superintendent and the Board of Education, the District's administrative team, all school employees, the community, and outside professional associates.

2. Prepares reports and drafts of reports for the Superintendent's use for transmittal to the Board of Education or directly to persons requesting information
3. Uses the Frontline platform for Absence Management and Job Postings.
4. Drafts memos and letters at the Superintendent's direction
5. Reviews categorized mail to prioritize materials, as well as to handle items that do not need the Superintendent's attention, or draft replies to correspondence, requests for information or reports
6. Provides background information to the Superintendent for responses to inquiries from administrators, staff members, teachers, parents, or students
7. Schedules the Superintendent's appointments in order to provide for the most efficient use of the Superintendent's time. In many cases, the Administrative Assistant is expected to handle inquiries/concerns for which staff members or parents are requesting an appointment
8. Provides support on special projects such as strategic planning, levy/bond issue campaigns, and professional development for staff
9. Serves as a member of various committees and task forces as assigned, or attends meetings as requested by the Superintendent
10. Coordinates the annual planning and budgeting processes for the Office of the Superintendent. Performs any budgetary tasks for the Office of the Superintendent
11. Serves as a liaison between the Office of the Superintendent, the Ohio Department of Education and Workforce, Canfield Township, Canfield City, Educational Service Center of Eastern Ohio, Canfield Rotary and Lions Clubs, and the other school districts in Mahoning County
12. Makes arrangements for conferences, retreats, and meetings for the Superintendent. Assists the Superintendent with the formation of task forces and committees made up of district personnel and parents
13. Serves as the district liaison for public records requests
14. Maintains a filing system for the Office of the Superintendent
15. Other Duties as assigned by the Superintendent or his/her designee

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: 260 work days
 20 paid vacation days
 Salary as established by the Board of Education

The Canfield Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.