

**CUYAHOGA FALLS CITY SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Administrative Assistant to Head of Department
Reports to: Superintendent or Head of Assigned Department
Employment Status: Regular/Full-time
FLSA Status: Exempt

Description: Independently performs clerical and administrative work of a technically difficult and diverse nature often requiring interpretation of policies, procedures and regulations to resolve questions or determine a course of action. Assigned duties involve frequent interaction with senior level administrators, students, staff members and the public.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Perform responsible secretarial and administrative duties to relieve the Superintendent/Head of Department of a variety of administrative details; interpret policies and regulations to officials, interact appropriately with staff and parents; maintain confidentiality of privileged and sensitive information;
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, and other materials; format, edit and proofread written materials for accuracy, completeness and conformance with applicable rules, regulations and procedural requirements as directed by the Superintendent/Head of Department;
- Gather and compile information for records, perform routine calculations and maintain records and files;
- Prepare information to be submitted for approval of the Board of Education;
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, and other materials;
- Attend meetings, workshops, training sessions and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions;
- Establish and maintain a positive work climate; promotes a culture of caring;
- Display sincere interest in assisting other employees and interact well with students, staff and community
- Perform other related duties as may be assigned by the Superintendent/Head of Department

Qualifications:

- High school diploma;
- Three or more years of increasingly responsible secretarial experience preferred;
- Acceptable report on required BCI/FBI background investigations;
- Such alternatives to the above qualifications as Superintendent and/or Board of Education may find appropriate.

Knowledge and Skills:

- Knowledge of modern office practices, procedures and equipment; operation of office machines including computer equipment and specified software;
- Extensive skills in business letter and report writing, editing and proofreading; correct English usage, grammar, spelling, punctuation and vocabulary;
- Professional tact, diplomacy and presentation with administrators, staff, students and parents;
- Demonstrate competency in assigned duties and speed in learning procedures, expectations and other details related to this job/position;
- Comply with Board of Education policies, rules and regulations;
- Excellent oral and written communication skills and public presentation skills;
- Exceptional strategic, analytical and critical thinking skills;
- Strong time-management and organizational skills;
- Strong collaboration, facilitation, and interpersonal skills;
- Ability to communicate ideas and directives clearly and effectively;
- Advanced computer skills;
- Effective, active listening skills;
- Knowledge of public school policies and practices;
- Punctuality, regular attendance at work;
- Produce high quality work which is accurate, neat and thorough;
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.

Equipment Operated:

- Computer/Printer with Google and/or MS Office
- Office Equipment
- Telephone/Cell Phone
- Interactive Displays

Additional Working Conditions:

- District-wide travel to meetings and work assignments; occasional countywide and statewide travel;
- Occasional prolonged and irregular work hours, including evenings and weekends and summer work;
- Occasional operation of a vehicle in inclement weather conditions;
- Exposure to weather conditions and temperature extremes;
- Possible exposure to blood, bodily fluids, tissue, blood-borne pathogens, and/or communicable diseases;
- Repetitive hand motions; e.g., computer keyboard/typing, mouse, calculator, writing;
- Occasional lifting and carrying;
- Prolonged sitting; occasional bending/stooping, pushing/pulling, crouching/kneeling, twisting, reaching;
- The employee shall remain free of any alcohol or non-prescribed controlled substance while in the workplace throughout their employment in the district.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all the responsibilities and duties that may be assigned or skills that may be

required. This job description is subject to change and the employee will be required to follow the instructions of the supervisor.

Superintendent (or designee)

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption Date: January 25, 2023