



INDEPENDENCE COMMUNITY SCHOOL DISTRICT JOB DESCRIPTION

Title: District Administrative Assistant
Supervisor: Director of Finance/Board Secretary
Contract Period: As per individual contract

Training:

1. Post-high school education in secretarial skills preferred or equivalent work experience.
2. Knowledge of computer systems (Microsoft Professional and Google) as they relate to accounting procedures and data tracking.

Experience:

1. Minimum of two years of experience in the secretarial field.

Work Requirements:

1. Works independently and as a team member.
2. Communicate effectively both orally and in writing with supervisor, co-workers, and the public

Demonstrated Skills and Abilities:

1. Needs to be accurate and concise.
2. Good organizational and communication skills
3. Ability to assume responsibility and assure confidentiality.

Primary Function:

Assists the Director of Finance and the Director of School Improvement in managing and operating the district.

Performance Responsibilities:

1. Assists the District Office staff in establishing a positive public relations image for the school through the effective handling of incoming telephone calls, personal contacts with employees, parents, citizens, students, and visitors of the district in a professional manner.
2. Handles incoming telephone calls and visitors to the District Office.
3. Assists the business office with daily tasks, such as sorting mail and filing. Assists with human resources when needed.
4. Handles all cash receipts, recording and entering into School Accounting Software.
5. Assists other District Office employees in proofing correspondence and reports to ensure accuracy.

6. Assists the Director of School Improvement by entering PO's, checking on orders, and processing invoices. Also assists with PowerSchool coding for student reporting for the Department of Education for other student categories (AYP, At-Risk...).
7. Assists all Directors in any assigned duties.
8. Manage My School Bucks (MSB). Electronic parent payment portal for fees and meals. Reviews outstanding fees. Assists with registration when needed.
9. Assists with state student reporting for certified count, winter, and spring reporting by coding students at ICSD for tuition billing in PowerSchool.
10. Assumes the role of Travel Coordinator for the district.
11. Acts as backup to the Board Secretary for board meetings.
12. Responsible for scheduling and arranging the boardroom for meetings. Including supplies needed for meetings.
13. Process Golden Age Passes for qualifying individuals.
14. Assists in the coordination of the Wellness Program.
15. Monitors and assists in managing the district's Facebook page.
16. Sorts mail and packages when they arrive at the district office.
17. Maintain ample supplies in the Art box.
15. Order supplies for the District Office.
16. Performs various other related office duties to keep the office running smoothly.
17. Other duties as assigned.

TERM OF EMPLOYMENT: Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board Policy.

Reviewed by:

Employee

Date

Superintendent

Date