

# SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, Delaware 19977

Telephone (302) 653-8585

Fax (302) 659-6290

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Mrs. Deborah Judy  
Assistant Superintendent

## **VACANCY NOTICE**

**POSITION:** **Administrative Assistant/Receptionist**

**LOCATION:** Central Office

**STARTING DATE:** As Soon As Possible

**QUALIFICATIONS:**

- High School Diploma or GED
- Secretarial/Office Training
- Computer Familiarization and Word Processing

**Selected (final) candidates may be given a skills test.**

**DESIRED QUALIFICATIONS:**

- Secretarial level work experience and/or higher education
- Excellent interpersonal relation skills
- Word, document merging and publisher skills`
- Excellent organization and communication skills

**SALARY:** Based upon 37.5-hour week, 12 months; and State of Delaware and local salary schedules

**NOTE:** Direct Deposit of pay is a condition of hire. If a new employee does not wish to participate in this program, an offer of employment cannot be made.

**CLOSING DATE:** September 19, 2022

The Smyrna School District reserves the right to extend or shorten the application and/or interview period, to modify job requirements, and to reject any or all applications for just cause.

**APPLY TO:** [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us)  
**Employment Opportunities**

10/19/18

Inquiries should be directed to the District Superintendent.

## **Administrative Assistant/Receptionist**

**Reports To:** Building Administration

### **Responsibilities of Position:**

- \* Manages the daily duties of the front desk and provides information and assistance to callers and visitors.
- \* Answers the telephone for Central Office and directs calls to appropriate staff.
- \* Schedule and maintain calendar for vehicle requests from district staff and process vehicle request forms.
- \* Schedule and maintain calendar for the board & training rooms at Central Office.
- \* Schedule and maintain calendar for Open House for each school in the District.
- \* Process building use forms and bill appropriate agency or organization.
- \* Order office supplies as needed for Superintendent, Assistant Superintendent, HR Supervisor, and Administrative Assistants.
- \* Process field trip and chaperone forms.
- \* Open & sort incoming mail from state, federal, and the school district.
- \* Sort and meter outgoing mail for the district.
- \* Manage petty cash used to pay additional postage to postal carrier.
- \* Assign Golden Age passes to Alumni of SSD who are 60 or older.
- \* Request school calendars from all buildings and create the monthly district calendar.
- \* Print applications from Applitrack and sort for review by the Assistant Superintendent.
- \* Process school choice applications for review by Assistant Superintendent, provide assistance to parents in completing the application process, maintain and update spreadsheet that will be presented at the school board meeting and send letters when applications are approved/denied or additional information is needed.
- \* Create letters, memos, flyers and signs as needed using Microsoft Word and Publisher
- \* Create and maintain multiple spreadsheets using excel.
- \* Skillfully operate and maintain a variety of office machines such as computer, fax machine, printers, copier and postage meter.

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- \* Print monthly School Board Minutes for employment files and file in appropriate employees file.
- \* Compile the District Directory. (Collect employee contact slips, collect building directory lists and compile into one district directory, distribute directory, use contact slips to update employee database and employee files)
- \* Assist HR Supervisor with planning and set-up of the New Teacher Orientation Days.
- \* Assist HR Supervisor in ordering supplies for Smyrna Pride Program.
- \* Assist HR Supervisor with planning and selecting the Educational Support Professional Winners.
- \* Ensure that flowers are ordered for Nurse's Day each year in May.

## **Evaluation:**

Performance of this job will be evaluated in accordance with the agreement between the SEA and the Smyrna Board of Education.