

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

## Kalamazoo Public Schools Is Seeking

### Administrative Assistant Superintendent's Office

**Supervisory/Technical - Grade 11**  
**12 Month - Full Time**  
**\$47,964 - \$54,622**

#### **OUR MISSION:**

Nurture the dreams of all students and empower all students to contribute to a better world.

#### **SCOPE OF RESPONSIBILITIES**

Responsible for providing quality support to the Superintendent and Board of Education. Expected responsibilities include, but are not limited to, organizing monthly board of education meetings and board committee meetings; facilitating a focus on service to others; and supporting and/or leading district events and initiatives. This position is expected to demonstrate initiative and leadership; foster and nurture a positive district image; create positive internal and external communications and relations; and other duties as assigned. As stated, this position includes direct support to the Superintendent and Board of Education.

#### **PERFORMANCE RESPONSIBILITIES**

1. Assist and provide direct support to the superintendent in general day-to-day operations, including scheduling, meeting preparations, presentation supports, etc.
2. Report regularly to the superintendent of any development of concern within the district or community needing attention or requiring the superintendent's awareness and/or action.
3. Serve as secretary to the Board of Education: prepare agendas, attend and take minutes of meetings, work evenings as needed for Board of Education meetings and other scheduled events (with overtime paid after 40 hours worked); post notices of Board of Education meetings as required by law; and prepare, distribute and maintain the official minutes of board meetings, etc.
4. Serve as a consultant for Board protocols, open meetings act, FERPA, and FOIA.
5. Plans, organizes and coordinates all details required for a wide range of meetings and conferences for the Superintendent and Board members.
6. Responsible for monthly tracking of payment for meeting attendance for Board members.
7. Work without supervision in the absence of the Superintendent and maintain office functions.
8. Coordinate district events for the purpose of recognizing exemplary achievement and/or promoting excellence.
9. Monitor the superintendent's schedule and calendar; furnish the Superintendent with appropriate materials for specific meetings in a timely manner.
10. Promote a positive image of the district for the purpose of creating cooperative working relationships.
11. Receives, screens and directs all incoming calls and mail.
12. Handles inquiries from staff and other sources; refers to appropriate personnel as necessary.
13. Function as office manager for the Superintendent's area; order and maintain office supplies as needed.
14. Communicate with the public concerning questions, requests for information and materials from phone calls, office visitors, district staff, and community members.
15. Provides a positive first impression for visitors and arranges for their comfort.
16. Perform other general office duties to facilitate smooth executive office operations; works cooperatively with other staff and agencies.
17. Regular and reliable attendance is an essential job function.

18. Perform other tasks and assume other responsibilities as the superintendent may assign.

### **MINIMUM QUALIFICATIONS**

1. Associate's degree in business administration, accounting, communications or equivalent experience.
2. Excellent written and verbal communications skills.
3. Ability to communicate well and exercise skill in human relations with a diverse population.
4. High level of experience in discretion, integrity, technology, including secretarial and administrative functions and word processing skills typing a minimum of 75 words per minute.
5. Proven expertise in using various software, including Excel, Word, PowerPoint, and Google Workspace.
6. Ability to exercise excellent communication/interpersonal skills that are required to interact effectively with administrator, Board members, representatives from constituent Districts and the public.
7. Evidence of leadership ability.
8. Ability to compile, organize, and prepare accurate written reports.
9. Knowledge of office organization and management.
10. Two years of experience in a related field.
11. Excellent work and attendance record.

### **DESIRABLE QUALIFICATIONS**

1. Bachelor's degree in business administration, accounting, or communications,
2. Detailed knowledge of the district's organizational structure and personnel.
3. Working knowledge of financial software for large organizations
4. Previous successful experience working in a KPS school(s).

**The position will remain posted until filled.**

**Visit our website <http://www.kpsjobs.com>**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**