

NOME PUBLIC SCHOOLS
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Nome, AK 99762
<http://www.nomeschools.org>

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Executive Administrative Assistant to Superintendent and Board of Education Secretary

REPORTS TO: Superintendent and Board of Education
JOB CLASSIFICATION: Classified Employee
HOURS: 7.5 hours per day, 260 days per year
PAY: Range E of Classified Pay Scale

NATURE AND SCOPE OF JOB: The job of Administrative Assistant to Superintendent and Board of Education was established for the purpose of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District operations by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This position is an executive level clerical support position requiring a high level of confidentiality, skills and organization.

ESSENTIAL FUNCTIONS:

- Monitors a variety of activities on behalf of the assigned Administrator (e.g. Board procedures, public relations issues, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and processes a wide variety of complex written materials for the District and the School Board (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responsible for overseeing the District's Board Policy manual, including ensuring the manual is current and participating in the Board Policy Committee
- Serves as the District's Migrant Records Manager; responsible for attending required Migrant Education workshops and trainings, assisting with Migrant recruiting, completing federal and state reports, and maintaining Migrant Education records for the district.
- Serves as the District Registrar; provides transcripts upon request, and maintains records for students who have graduated or transferred out.
- Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities and sets priorities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, board members and other district staff.
- Assists AP/Purchasing Agent with receiving of district orders.
- Scans and organizes electronic copies of employee files
- Supports the Superintendent and Board of Education for the purpose of providing assistance with their functions and responsibilities.
- Oversees scheduling for several itinerant and dorm rooms.
- Other duties as assigned.

Job Requirements: Minimum Qualifications:

The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or other abilities needed to perform the job at a fully acceptable level.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette including diplomacy, calm manner and diffusing anger.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; effectively communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; and directing other persons within a small work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Other Skills and Abilities

The employee shall also maintain confidentiality regarding district business, uphold professional appearance, promote a harassment free environment, have the ability to learn and utilize equipment and business applications especially as the same are upgraded, and perform duties in full compliance with all District and Board of Education policies.

Employee may frequently lift boxes/packages up to 50 lbs.

Experience

Job related experience with increasing levels of responsibility is required.

Education

High school diploma or equivalent required. AA degree in business related career fields preferred but not required. Training and/or experience working in an office setting.

Nome School District is an Equal Employment Opportunity Employer

(Approved 03/25)