

Anoka-Hennepin Independent School District #11
Job Description

Title: Administrative Assistant to Associate Superintendent
for Middle Schools and Student Services
Department: Superintendent
Reports to: Associate Superintendent
Prepared Date: January 2022

SUMMARY OF RESPONSIBILITIES

Provide secretarial and administrative support to an Associate Superintendent; provide comprehensive program, services, and office support.

DUTIES AND RESPONSIBILITIES

- Assume general office management responsibility for the Associate Superintendent.
- Screen supervisor's incoming calls and mail.
- Independently respond to inquiries, requests for information, complaints and concerns by gathering and providing technical and routine information on district programs and services.
- Handle confidential information with discretion and maintain compliance with the Minnesota Data Practices Act.
- Schedule appointments and make arrangements for visits, meetings, and conferences for Associate Superintendent.
- Conduct research or otherwise compile data; compose and type correspondence; prepare technical or statistical reports and documents for principals, department directors, school board members, the public and others.
- Arrange meetings and conferences, schedule times, invite participants, prepare agendas and other materials, involve appropriate staff, and insure that all assigned follow up occurs, required actions are taken and deadlines are met.
- Respond to questions of policy and guidelines related to student transfers within and out of the District, and related elementary or secondary level issues.
- Develop office procedures and obtain supplies and equipment to ensure ability to meet Associate Superintendent's goals.
- Maintain calendar for supervisor; schedule appointments and meetings, conferences; make travel plans when necessary.
- Create and maintain calendars for related departments and projects.
- Schedule and arrange supervisor's activities so deadlines and time schedules are met.
- Process payroll, accounting, and other budget related paperwork.
- Develop and maintain filing and information retrieval systems that will ensure information is readily accessible.
- Use word processing and other computer applications with ease to complete assigned projects.
- Monitor district non-salary general fund expenditures related to assignment.
- Order publications, supplies, equipment, and materials; maintains appropriate budget records; coordinate maintenance and repairs of equipment.
- Perform such other tasks and assume such other responsibilities as the Associate Superintendent may assign.

SUPERVISORY RESPONSIBILITIES

This position has no formal supervisory responsibilities, but may direct the work of other clerical staff, students, job coaches, interns, or temporary workers. Provides leadership and initiates teamwork among other secretarial support staff.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent and three years clerical experience.
Associate's degree or equivalent from a college, or technical school certification desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of office practices and procedures

Knowledge of the organizational structure, programs, operations, etc. of a school district

Knowledge of general budget and accounting practices and procedures

Skill in composing letters, memos, and other informational materials

Ability to handle confidential and sensitive information with discretion and in accordance with the MN Data Practices Act.

Ability to interpret district policies and procedures and to parents and staff.

Ability to understand and carry out complex oral and written directions.

Ability to establish and maintain effective working relationships with principals, department directors, administrators and staff

Ability to determine priorities, plan workload and meet deadlines

Ability / desire to use computer for word processing, record keeping and information retrieval; good oral and written communication and organizational skills; accuracy and attention to detail; flexibility; ability / desire to work cooperatively with department, district staff and public.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Must be physically working in the building/onsite.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

Most work is performed in an office or cubicle. Requires travel between district buildings during the work day.