



**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**

September 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Administrative Assistant to the Superintendent and the Board of Education	<b>Department:</b> Superintendent's Office
<b>Immediate Supervisor's Position Title:</b> Superintendent of Schools	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> C-5-3	<b>Bargaining Unit:</b> Confidential
<b>Job Summary:</b> Under the direction and guidance of the Superintendent of Schools, the Administrative Assistant provides administrative support for the Superintendent and the Board of Education in conducting the administrative support requirements of the Superintendent's Office and the Board of Education. The Administrative Assistant organizes and performs administrative work of a high level with minimal supervision. This position also serves as Office Manager for the school district office. The Administrative Assistant plays an integral role in the daily administrative operations of the school district office.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provide administrative assistance to the Superintendent and Board of Education in conducting the overall operation of the school district.
<b>Percent of Time:</b>	35%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Assists the Superintendent in general administrative operations.</li> <li>• Develop and process confidential data and information regarding district operations, negotiations, and personnel management.</li> <li>• When appropriate, interpret district policies, guidelines, and directives to staff, administration and the public.</li> <li>• Act as direct liaison to Board of Education in the absence of the Superintendent when immediate Board action is required.</li> <li>• Acts as liaison for the school board in community contacts.</li> <li>• Performs administrative work of a high level with minimal direction and supervision.</li> <li>• Prioritizes, composes, edits and formats documents on own initiative or when directed.</li> <li>• Compiles, screens and prioritizes incoming correspondence and telephone calls for the Superintendent and Board of Education.</li> <li>• Maintains diplomatic and helpful manner when dealing with the public, district staff and Board of Education.</li> <li>• Identifies concerns, problems and complaints and provides direct assistance to the public, district staff and Board of Education by explaining policies and/or negotiating solutions.</li> <li>• Reports regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.</li> <li>• Coordinate, attend, participate in, and record minutes of Superintendent's weekly Cabinet meetings.</li> </ul>		

- Establish and maintains the filing system of the Superintendent and the Board of Education.
- Maintains and up-to-date policy book for the district and assures that procedures are established for dissemination of new policies to all policy book holders within the district.
- Maintains up-to-date job descriptions on all employees within the district.
- Assists in the operation of the district's communication systems for emergency closings and general interdistrict communications from the Superintendent and Board of Education.
- Manages school board and levy referenda election procedures by recruiting judges, arranging for absentee ballots and reporting results to the county auditors, Superintendent and Board of Education.
- Serves as designated contact person for open enrollment.
- Serves as district liaison for summer student registration for all buildings.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Coordinates preparation and assembly of materials, agendas and packets required for School Board meetings.
<b>Percent of Time:</b>	25%	

**Tasks involved in fulfilling above duty/responsibility:**

- Organizes, assembles, distributes and prepares School Board agenda with supporting documentation to School Board members, administrators and the public.
- Supervises preparation of School Board meeting site.
- Attends School Board meetings and takes minutes.
- Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
- Determines follow up needed and communicates School Board decision/policies to appropriate staff.
- Researches and responds to questions or requests by School Board members, staff or community members.
- Provides advice regarding parliamentary procedures to the Vice Chairperson.
- Develops and posts/publishes a calendar or schedule of events.
- Provides historical information related to school board agendas, official activities and decisions to the School Board and Superintendent.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Plans, organizes, prioritizes and executes complex administrative and/or research projects and functions as assigned by the Superintendent or Board of Education.
<b>Percent of Time:</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Completes special projects and reports. Compiles statistics and gathers other data as the Superintendent may require.
- Prepares data for public dissemination of information.
- Provides assistance and information to candidates and/or new board members and develops new board member orientation information.
- Writes staff newsletter following school board meetings.
- Compiles required information and processes reports to various federal and state agencies.
- Communicates with school attorney, various local and state agencies and the press.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Plans and coordinates special School Board and administrative functions within budget assigned.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Plans/schedules time, facilities and equipment/services for meetings, workshops, special events, receptions, etc.

- When appropriate, develop and arrange for distribution of invitations to special events.
- Makes travel plans (hotel reservations and registration) for conventions and conferences for Superintendent and School Board.
- Calculates and collects funds required for meetings and notifies the public if required.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Provides coordination and direction to district administrative staff.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Ensures that school district reports for the Superintendent and Board of Education are properly prepared in a timely manner.</li> <li>• Disseminates state/federal communications to administrative staff and ensure that requests for information from the are handled properly and punctually.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Serves as Office Manger for the school district office.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Coordinates projects and initiatives handled by district office staff.</li> </ul>		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor of Arts	
<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b> Journalism / Communications	
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>• Knowledge of school district policies, procedures,</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>guidelines.</li> <li>• Knowledge of laws including Pupil Fair Dismissal Act, Open Meeting Law, Data Privacy Law, Family Educational Rights and Privacy Act, and the Minnesota Election Laws.</li> <li>• Knowledge of school functions and organizational structure.</li> <li>• Knowledge of parliamentary procedure and Robert’s Rules of Order.</li> <li>• Knowledge of records retention, office administration and office management procedures.</li> <li>• Knowledge of customer service and office etiquette procedures.</li> <li>• Knowledge of district budget processes.</li> <li>• Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
 At least three to five years of prior related work experience is needed to gain entry into the job.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Effective writing skills, including ability to edit and compose clearly written documents.</li> <li>• Ability to address orally or in writing matters that are sensitive and potentially controversial.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and elected officials.</li> <li>• Training and leading other office personnel in assigned duties, work priorities, and work requirements.</li> <li>• Applying judgment in dealing with angry, hostile or uncooperative individuals.</li> <li>• Dealing appropriately with outside requests for information, access to managers of the district, or for materials using sound office etiquette and in accordance with district procedures and data privacy issues.</li> <li>• Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail.</li> <li>• Maintaining confidentiality.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to gather and analyze information through a variety of methods.</li> <li>• Ability to plan, prioritize and organize complex functions.</li> <li>• Ability to complete work accurately and reliably.</li> <li>• Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.</li> <li>• Ability to operate all available office machines.</li> <li>• Basic math skills.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> Other office personnel within the Superintendent's Office	<b>Total: 1-3</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	This classification works in a typical school district office and performs work of a primarily administrative nature. The responsibilities of the work may involve some disagreeable human interactions on contacts.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**