

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT
TO THE BUSINESS OFFICE

QUALIFICATIONS:

1. High School diploma or equivalent training.
2. Have a minimum of three years of successful experience in a related secretarial or office position.
3. Demonstrate excellent secretarial skills, including general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be highly proficient in the use of current Microsoft Office Applications or an equivalent computer program.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL: Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Hold as confidential, all aspects of the job designated confidential by the Superintendent.
2. Perform executive secretarial and clerical tasks of varied nature, some of which may be unique to the Business Office, requiring a thorough knowledge of the rules and regulations of the district and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Answer and screen telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
5. Accommodates the caller's concerns without referring callers unnecessarily to the Business Administrator/Board Secretary.
6. Draft and prepare Board meeting schedule.

7. Draft and prepare legal notices for Board meetings and arrange for publication
8. Draft and prepare Board meeting schedule deadlines
9. Draft and prepare Board agendas
10. Draft and prepare correspondence
11. File employee accident reports with workers' compensation insurance carrier
12. Maintain employee files for worker's compensation claims
13. Prepare documentation for OSHA yearly filing.
14. Compile, prepare and maintain all Board Minute Books
15. Attend all Board meetings and Executive Sessions
16. Transcribe minutes from Board meeting and Executive Session recordings for Minutes Book
17. Maintain Petty Cash for Board Office
18. File student accident reports with insurance carrier, if applicable
19. Communicate with Board members
20. Maintain various files of the Board Office
21. Update State Ethics Commission report every school year and after each election
22. Maintain Policy Binders and electronic version for website posting
23. Schedule mandatory trainings for Board members
24. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
25. Attend required staff meetings and serve, as appropriate, on staff committees.
26. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
27. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
28. Perform any other specialized and confidential duties within the scope of employment, as assigned by the Superintendent and/or Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ADOPTED BY: UNION BOARD OF EDUCATION

Date: