

## JOB DESCRIPTION

**Position:** Administrative Assistant  
**Status:** 12-month Classified  
**Reports to:** Superintendent  
**Salary:** Classified Salary Schedule, Column F

### Desirable Qualifications:

- High school diploma or equivalent (College Degree preferred)
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations, and interpersonal relations skills
- Familiar with office equipment and technology
- Proficient in the use of computer applications (position may use Google Suite, Windows & Macintosh platforms, MS Office Suite, PowerSchool, Red Rover, Square, and Tyler Technologies)
- Ability to work independently, keep accurate records, and complete assignments
- Ability to plan, organize, and facilitate unexpected heavy volumes of work and accept additional duties as requested.
- Ability to maintain professionalism and confidentiality in a busy office environment.
- Ability to clearly articulate information requested when receiving and screening visitors and scheduling appointments

### Special Qualifications:

- Excellent proofreading and formatting skills are required.
- Must have initiative and the ability to prioritize a work schedule and perform under pressure.
- Working knowledge of Roberts Rules of Order
- Ability to work evenings and weekends as necessary.

*Note: The schedule for this position is flexible and based upon position responsibilities and meeting attendance.*

**Performance Responsibilities:** Organize, coordinate, schedule and perform office functions at a public school district office; serve as administrative assistant to the Superintendent and the School Board; acts as Records Manager for the Migrant Education program.

### General Responsibilities:

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be always followed.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and public.
- Be fair and equitable in treatment of all students and staff.

**Essential Functions:**

District Office:

- Performs all office duties for the district office, superintendent and school board: types correspondence, files documents, etc.
- Answers phone, screens calls, and takes messages for superintendent.
- Makes travel arrangements for the superintendent and district office staff for attendance at local, state and national conferences.
- Assists in preparation and submittal of grants, projects, and reports.
- Purchases supplies for district office.
- Maintains district and Superintendent's calendar.
- Opens and sorts the mail, reviews and prioritizes all district correspondence.
- Completes duties of human resource director/personnel manager for the district announces position openings, maintains applicant files, and conducts appropriate criminal background checks; Ensures appropriate hiring practices are followed
- Maintains personnel files and personnel database; tracks required personnel training.
- Tracks employee leaves and keeps track of FMLA documentation.
- Manages the Red Rover system and assigns substitute personnel; provides support to school administration as needed.
- Manages and monitors the district website and social media accounts.
- Assists with payroll and food-service accounting, performs other business functions as time permits.
- Accepts payments through district approved payment platforms for various revenue sources; assist with entering payments into PowerSchool as needed.
- Takes safety precautions and reports any unsafe conditions; promptly submits accurate accident reports.
- Participates in professional development opportunities as time and budget allow.
- Assists with district inservice set-up including providing refreshments for staff.
- Assists administration in professional development of secretarial staff and provides support to school secretaries as appropriate.
- Other duties as assigned.

School Board:

- Prepares and maintains School Board calendar on website.
- Maintains School Board meeting schedules and prepares draft agendas.
- Oversees BoardDocs access, assists Board and staff as necessary.
- Prepares packets for all School Board meetings in electronic or paper format.
- Notifies media of meetings
- Records minutes for school board meetings on a timely basis
- Prepares School Board Resolutions
- Schedules and organizes focus on staff and student recognitions
- Arranges food for School Board meetings as appropriate

- Tracks responses to School Board email account
- Receives and writes correspondence on behalf of the School Board
- Makes travel arrangements for Board members for attendance at local, state and national conferences.
- Tracks and submits receipts for School Board travel expenses.
- Arranges trainer’s travel and facilitates contracts for Board trainings as needed.
- Assists in on-boarding new Board members.
- Coordinates with Municipal Clerk for swearing in of new Board members and scheduling joint Assembly/School Board meetings.
- Maintains, communicates, and applies Wrangell Public Schools’ board policy, administrative regulations, and procedures, researching new laws and issues as applicable.

Migrant Education Records Manager:

- Attends annual migrant education fall training and other related meetings and workshops.
- Trains new recruiters and other district staff about the Migrant Education program
- Provides recruiters with needed materials.
- Sets recruiter deadlines for parent interviews and completion of Certificate of Eligibility (COE) and Annual Recertification (ARC) forms.
- Reviews and enters complete and accurate COEs/ARCs into the MIS2000 system.
- Regularly uploads entered COEs/ARCs in MIS2000 to the State Migrant Education Office (MEO)
- Works with MEO to correct COEs/ARCs
- Makes sure every family on the Fall Recruitment Report has been contacted.
- Provides parents with their migrant eligibility determinations and a signed copy of their completed COE.
- Maintains migrant files following guidelines set forth in the Records Manager Guide.
- Completes and submits all required Migrant Education reports
- Ensures that migrant students leaving the district have the necessary paperwork to expedite enrollment in a new school.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

I have read and understand the above job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex, or disability.**