

Kings Board of Education

JOB DESCRIPTION

Title: Administrative Assistant to the Superintendent

Reports To: Superintendent

Employment Status: Full-Time: 260 Days

Compensation: Competitive Salary / Comprehensive Benefits

FLSA Status: Non-Exempt

General Description:

The Administrative Assistant provides high-level administrative support to the Superintendent and serves as a key liaison between the Superintendent's office, the Board of Education, district staff, and the community. This position requires exceptional organizational skills, discretion with confidential information, and the ability to represent the Superintendent's office with professionalism and courtesy. Additionally, this role includes leadership responsibilities for district-wide administrative support staff and community engagement initiatives.

Qualifications:

1. Bachelor's degree or equivalent combination of education and experience
2. 3-5 years of administrative experience, preferably in an educational setting
3. Exceptional written and verbal communication skills
4. Advanced proficiency with Microsoft Office Suite and other relevant software
5. Strong organizational skills with ability to prioritize multiple tasks
6. Excellent interpersonal skills and professional demeanor
7. Ability to exercise good judgment and maintain confidentiality
8. Experience with school district operations preferred
9. Demonstrated leadership skills and experience supervising or coordinating staff
10. Event planning and community relations experience a plus

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Administrative Assistant to the Superintendent

Essential Responsibilities:

- Serve as the first point of contact for the Superintendent's office, fielding inquiries from staff, parents, community members, and other stakeholders
- Prepare and organize materials for Board of Education meetings, committee meetings, and other administrative functions
- Draft, edit, and proofread correspondence, reports, presentations, and other communications on behalf of the Superintendent
- Maintain filing systems and district records in accordance with records retention policies
- Support the Board of Education by preparing agendas, taking minutes, and ensuring compliance with open meeting laws
- Assist with special projects, reports, and district initiatives as assigned
- Monitor and manage budget items related to the Superintendent's office
- Maintain confidentiality regarding sensitive district matters.
- Maintains personnel files that include criminal background checks, T.B. tests, valid certificates, transcripts, and applications.

Administrative Staff Leadership:

- Lead and coordinate the district-wide administrative assistant team, fostering collaboration and consistency across buildings
- Develop and implement standardized operating procedures for administrative functions throughout the district
- Plan and facilitate regular meetings with administrative assistants to share best practices and address challenges
- Identify and coordinate professional development opportunities and training sessions for administrative staff
- Serve as a mentor and resource for new administrative hires
- Evaluate administrative processes and recommend improvements for efficiency and effectiveness
- Create and maintain a district-wide administrative handbook and resource library

Community Engagement Responsibilities:

- Organize and implement outward-facing community engagement opportunities and events
- Coordinate the Superintendent's participation in community forums, speaking engagements, and stakeholder meetings

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Administrative Assistant to the Superintendent

- Develop and maintain relationships with community partners, local businesses, and civic organizations
- Assist in planning and executing district-wide open houses, information sessions, and community celebrations
- Support the creation and distribution of district communications to enhance community awareness and involvement
- Collaborate with the communications team on social media strategies and content for community outreach

Personal Attributes:

- Demonstrates integrity and professionalism
- Works effectively under pressure and meets tight deadlines
- Detail-oriented with strong problem-solving abilities
- Adapts quickly to changing priorities
- Takes initiative and works independently
- Maintains positive relationships with diverse stakeholders
- Shows creativity and innovation in community engagement approaches

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. the incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Kings Board of Education Personnel Policy Manual.

(Administrative Assistant to the Superintendent)

(Date)