

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

STAFF ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business / secretarial skills training or equivalent work experience.
- (2) Seven (7) years successful secretarial / clerical experience.
- (3) Type 60 WPM.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills. Good interpersonal skills. Broad basic math background. Excellent organizational skills. High tolerance for stress. Confidentiality. Knowledge of software. Ability to interact positively with others.

REPORTS TO:

Deputy Superintendent

JOB GOAL To provide clerical assistance to the Deputy Superintendent, Management Information Systems, and for support of District drug testing and FTE.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

STAFF ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies, and data entry as needed.
- * (2) Oversee the confidential fax machine.
- * (3) Clock in all leave forms and verify complete data.
- * (4) Take notes at meetings conducted by the Deputy Superintendent, transcribe and distribute.

Employee Qualities / Responsibilities

- * (5) Maintain confidentiality of student and personnel information as well as District information.
- * (6) Report to work punctually and regularly.
- * (7) Exhibit positive attitude toward work and others.
- * (8) Maintain sensitivity to internal political changes.

System Support

- * (9) Provide typing services for collective bargaining.
- * (10) Attend every collective bargaining session with both unions.
- * (11) Prepare contracts for School Board and employees after ratification.
- * (12) Serve as custodian for all discipline records coming from schools for expulsion and prepare all files.
- * (13) Coordinate and attend hearings on discipline actions.
- * (14) Copy and arrange all summary sheets and back-up material for School Board packets for delivery to Superintendent's office.
- * (15) Attend all regular School Board meetings for student discipline actions and other areas as needed.
- * (16) Prepare payroll for the West side of the Administration Building and other sites.
- * (17) Serve as custodian for all drug test results (pre-employment, random, post-accident).
- * (18) Ensure that random tests are conducted and provide employee information to the lab.
- * (19) Type letters to all employees drug tested.
- * (20) Transmit certification letters to Department of Education (DOE) after each FTE survey and get school to certify their FTE.
- * (21) Compile transportation FTE reports from all schools into one document for submission to DOE.
- * (22) Serve as Management Information Systems Secretary.
- (23) Perform other duties as assigned.

*Essential Performance Responsibilities