

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD SS 441

Updated: September 2011

Position Title: **Administrative Assistant to the
District Administrator**

Qualifications:

- High school diploma with advanced secretarial training preferred.
- Experienced in performing secretarial work of a responsible nature.
- Ability to maintain a high degree of professional conduct.
- Ability to keep confidential materials confidential.
- A thorough knowledge of modern business practices, spelling, English, punctuation, and school terminology.
- Typing and dictation skills of sufficient strength for the position.
- Ability to receive and dispose of complaints, requests for information and other details in a pleasant and efficient manner.
- Ability to compose routine memos, correspondence, reports, etc. when directed.
- Computer training/knowledge in: MS Word, MS Access, MS Excel, MS Publisher or similar software.
- Some bookkeeping/accounting knowledge.
- Be self-directed and motivated.
- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism

Immediate Supervisor: District Administrator

Position Function:

The administrative secretary shall provide receptionist and secretarial services to the district administrator and shall serve as secretary to the board of education.

Specific Responsibilities:

- Serve as receptionist for the District Office.
- Act as Open Enrollment Coordinator and Open Enrollment Application Log (OPAL) contact on the Department of Public Instruction website. Attend DPI meetings regarding same and keep accurate records of Open Enrollment students.

- Maintain books for and be familiar with school policies, practice statements, job descriptions, and state laws, rules and regulations.
- Handle incoming and outgoing correspondence for the district administrator as well as memos, reports, speeches, administrative manuals and other matters as designated by the district administrator.
- Provide complete secretarial services to the board of education.
- Set up and maintain files, record distribution of materials authored by the district administrator, collect and compile materials and data as directed, and maintain files of professional books and materials.
- Order supplies and materials for the administration office.
- Type agendas for board of education meetings, file same, and make proper distribution.
- Attend the meetings of the board of education as requested/required, take minutes and notes for the board of education.
- Type the minutes of the board of education meetings attended, file and make proper distribution of same.
- Prepare all documents for election of board members. Follow election procedures to be sure deadlines are kept.
- Prepare the school newsletter for distribution.
- Prepare other general correspondence, notifications, and forms as needed and directed.
- Serve as backup to the bookkeeper in the execution of budgetary/accounting and payroll programs.
- Prepare district budget request forms.
- Help compile the district budget.
- Prepare support staff negotiations packages, packets and material.
- Keep fixed asset inventory and depreciation information for audit purposes and district equipment inventory.
- Prepare the district transportation reports.
- Prepare the Third Friday in September and Second Friday in January student counts for the Department of Public Instruction.
- Prepare student insurance claim forms as necessary.
- Prepare summer school forms and submit report(s) to the Department of Public Instruction.
- Other duties as may be assigned by the district administrator or the board of education.

Term of Employment: Salary and work year to be established by the Board.

Evaluation: Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by District Administrator.