

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Administrative Assistant – Executive Assistant to the Superintendent

QUALIFICATIONS:

The Administrative Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in an executive support position, preferably in a school setting. The Assistant shall possess particular experience in the area of office systems and procedures, performing public relations functions, superior computer skills, and working with a diverse group of working people. The Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Executive Assistant to the Superintendent/Executive Secretary to the Superintendent

PERFORMANCE EVALUATIONS:

The Administrative Assistant shall be evaluated in narrative form, based on the goals and objectives determined by the Administrative Assistant and the Executive Assistant to the Superintendent/Executive Secretary to the Superintendent.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Administrative Assistant is a member of the Superintendent's staff and as such is responsible to assist the Superintendent and the District administration in providing the most desirable environment for the educational program in the Wachusett Regional School District in the most efficient and cost-effective manner.

In carrying out these responsibilities, the Administrative Assistant shall:

1. Serve as confidential secretary to the Superintendent or other members of the executive staff including maintaining the Superintendent's calendar including scheduling of meetings, appointments, and other events as

- directed by the Executive Assistant to the Superintendent and handling phone calls for the Superintendent, as directed and referring such calls to staff as appropriate;
2. Open mail, as directed, review it with the Superintendent, and route it to appropriate staff, ensuring that appropriate response is provided and filed:
 3. Assist in the preparation of materials pertaining to school committee meetings and subcommittee meetings as needed;
 4. Assist in the preparation of agendas and minutes of school committee meetings, as directed, including helping to maintain the official record of all minutes of such meetings;
 5. Attend meetings, as directed, including meetings regarding legal matters and other confidential matters;
 6. Assist in the preparation of materials and reports as necessary to meet all legal requirements and mandates of state and federal laws;
 7. Assist in the preparation of public relations materials, as directed, including newsletters and press releases to local news outlets, the community, and/or parents;
 8. Assist in keeping the school committee informed of meeting dates and furnishing pertinent materials as needed;
 9. Assist central office staff in performing special functions as directed by the Superintendent;
 10. Work with others in the Administrative Offices to perform the functions related to the district's business, personnel, operational, curricular, and other central administrative functions; and
 11. Perform any other related task as required and/or assigned by the Superintendent including providing reports of his/her activities on a regular basis and as required.

Updated: 11/21/00

Updated: 10/25/05

Approved by:

Thomas G. Pandiscio, Ed.D., Superintendent of Schools

Date: 10/25/05