

# **Wachusett Regional School District**

## **CENTRAL OFFICE**

### **JOB DESCRIPTION**

#### **TITLE:**

Administrative Assistant - Operations

#### **QUALIFICATIONS:**

The Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in the areas of office systems, procedures and computer literacy. The Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Director of Operations

#### **PERFORMANCE EVALUATION:**

The Administrative Assistant shall be evaluated annually, in narrative form, based on the goals and objective determined by the Assistant and the Director of Operations.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **WORK STATUS:**

Work year shall be full year.

#### **JOB RESPONSIBILITIES:**

The Assistant is a member of the District's Executive Support Staff. As a member of the Executive Support Staff, he/she shall assist members of the Executive Staff in providing leadership for the School District, represent the Director of Operations as appropriate at official school and community functions, inform the Director of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Director of his/her activities, and as requested. The Assistant in conjunction with, and with the approval of the

Director of Operations, shall develop annual job goals that will become part of the criteria used to evaluate the Assistant.

In carrying out these responsibilities, the Administrative Assistant – Operations shall:

1. Assist in the administration of all District operational functions, including coordinating District-wide professional development activities with other services of the school system, at the direction of the Director of Operations;
2. Assist in the organization and coordination of the procurement of educational materials and confer with commercial and educational representatives who visit the school system about such educational materials;
3. Coordinate the writing and evaluation of grants and special projects;
4. Assist in the development and submission of Department of Education reports;
5. Assist in the review of resumes and coordination of interviews at the direction of the Director of Operations;
6. Assist in the review of Student Handbooks, School Improvement Plans and other reports at the direction of the Director of Operations;
7. Assist the Director of Operations in the direction of the operational affairs of the district' including the areas of, professional development, District publications, technology and purchase and inventory of supplies for the office of the Superintendent.
8. Assist in the oversight of the District Professional Development Program;
9. Supervise and direct the maintenance of necessary records, including Department of Education Reports, Principal Monthly Reports, District News, Professional Development Records; and

10. Conduct other staff duties and responsibilities as directed by the Director of Operations, including attending meetings as requested or required by the Superintendent or Director of Operations; and, any other staff function required by the Director.

Approved: 07/31/02  
Updated: 10/25/05

Approved by:

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

Date: 10/25/05