**Administrative Assistant to the Chief Academic Officer**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Academic Officer

**Dept/Campus:** Instructional Services Department **Paygrade:** PP-5

**Wage/Hour Status:** Nonexempt **Date Revised:** May 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Responsible for administrative support duties for the Chief Academic Officer. Organize and coordinate office activities and communications for the Chief Academic Officer, exercising considerable judgment and applying experience in making decisions. Provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators. Work under general supervision and handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Excellent organizational, communication, and interpersonal skills

Knowledge of school district organization, operations, and administrative policies

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Patient and calm demeanor with all levels of staff

**Experience:**

Two or more years of secretarial experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform a wide variety of complex and specialized duties for the Chief Academic Officer with administrative matters;
2. Maintain strict confidentiality, professional office standards, and conduct;
3. Maintain the Chief Academic Officer’s calendar; arrange meetings, conferences, and appointments with personnel under the supervision of the Chief Academic Officer and various stakeholders both within and outside the district;
4. Proof and edit correspondence from administrators as requested;
5. Attend and participate in a variety of administrative meetings, serving as a representative of the Chief Academic Officer when requested;
6. Record minutes of principal meetings and other meetings as needed and upload records of meetings;
7. Assist in the promotion of positive community relations through effective email, phone, and in person communications with parents/community members, teachers, administrators, and other district personnel;
8. Assist with travel arrangements for the Chief Academic Officer as needed;
9. Compile budget and cost estimates based on documented program needs as requested;
10. Prepare purchase requisitions, check requests, reconciliations, and other business related to transactions for the Chief Academic Officer;
11. Collect, organize, and prepare materials for meetings;
12. Coordinate and compile Board Agenda materials;
13. Compile pertinent data and prepare reports as needed;
14. Compose and edit a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda, and other documents;
15. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions;
16. Demonstrate behavior that is professional, ethical, and responsible; and
17. Perform other duties as assigned or needed in order to assist other departments reporting to the Chief Academic Officer.

**EQUIPMENT USED:**

Computer, printer, calculator, audiovisual equipment, copier and multi-line telephone system

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date