ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE  AD Administrative Assistant

QUALIFICATIONS
1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO  Activities Director

JOB GOAL  To assist in the administration of the district’s fine arts and athletic events.

PERFORMANCE RESPONSIBILITIES
1. Processes reports, notices, recommendations, and letters as directed by activities director.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Maintains a regular filing system and processes incoming correspondence as instructed.
4. Performs any bookkeeping tasks associated with the position.
5. Receives and routes incoming telephone calls, takes messages for staff and students.
6. Maintains such student records as shall be required.
7. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
8. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT  Salary and work year to be established by the board.

EVALUATION  Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007