

# **job description**

## **BOARD OF EDUCATION DENVER**

**Position:** Confidential Administrative Assistant to Superintendent of Schools

**Responsible to:** Superintendent of Schools

**Qualifications:** Strong secretarial skills - dictation, typing, word processing, filing; ability to work efficiently on own initiative and without specific directions. Well-organized; ability to deal pleasantly with people in person and by telephone; ability to maintain confidentiality. Two years college preferred. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Terms of Employment:** 12 Months as per Work Rules

- Goals:**
- 1. Perform secretarial duties required by the Superintendent of Schools; assist in the administration of district personnel functions.**
  - 2. Work cooperatively with members of the Board of Education, district staff, and community in advancing the interests of the school district.**

### **Duties and Responsibilities:**

#### **Secretarial:**

- 1. Receives visitors and schedules appointments for the Superintendent of Schools.**
- 2. Places and receives telephone calls for the Superintendent; screens telephone calls, and records messages.**
- 3. Transcribes notes.**
- 4. Opens, screens, and distributes office correspondence.**
- 5. Types all Board adopted policies and regulations on the appropriate form; dates and distributes to all holders of Policy Manuals.**
- 6. Acts as a liaison between the Superintendent and staff in screening and routing inquiries and requests.**

- 7. Coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.**
- 8. Prepares and Types all Board Agendas and organizes packets for distribution to Board members.**
- 9. Assists with the preparation of the fall state reports, research reports, school calendar, staff and parent handbooks.**
- 10. Assumes such other related responsibilities and duties as may be assigned by the Superintendent of Schools.**

**Personnel:**

- 1. Maintains staff attendance, update computer files monthly; distribute to all staff their annual, individual status report of accumulated illness and vacation days.**
- 2. Maintains individual personnel files, including certification, attendance, transcripts and other confidential records.**
- 3. Assists professional staff with certification applications; all new staff with fingerprint and citizenship forms.**
- 4. Maintains staff roster, address, telephone number, degree status, experience, step on guide, salary information for all staff.**
- 5. Maintains personnel files on all staff.**
- 6. Prepares employment contracts and letters of intent for all staff.**
- 7. Oversees the hiring of substitute teachers; receives applications; verifies credentials; and communicates with Substitute Service.**
- 8. Performs other duties as assigned by Supervisor**

**Adopted: June 1, 2009**