

Pittsfield School District

**Job Description – SAU Administrative Assistant**

**Title:** SAU Administrative Assistant

**Purpose:** Performs a wide variety of highly responsible professional, secretarial, and administrative duties in the SAU office, and provides direct assistance to the Superintendent. Performs all other related work as required.

**Minimum Qualifications:**

1. Education, Training, and Experience: Associate’s Degree plus at least five years of secretarial, office experience, preferably in a school setting, or any equivalent combination of education, and experience.
2. Knowledge, Ability, and Skill:
  - A. Knowledge: Thorough knowledge of office procedures, practices and terminology. Knowledge of policies and procedures of the school district. Working knowledge of laws and policies relevant to the school district’s work. Familiarity with accounting principles and procedures. Knowledge of the operation of computer software applications.
  - B. Ability: Ability to recognize and resolve problems with minimal administrative intervention. Ability to interpret and implement instructions provided in oral and written form. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Accuracy and attention to detail. Analytical ability. Ability to deal effectively and tactfully with staff, students, and the public. Ability to be flexible. Ability to diffuse difficult situations to enable effective problem solving. Must be able to operate a personal computer and display intermediate to advanced skill when using software programs for word processing, database, spreadsheet, and other software as required by the position. Willingness and ability to learn new technologies, software, and/or applications.
  - C. Skill: Excellent administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, Microsoft Office applications, PowerSchool, ProFund accounting program, Google Docs, database, and spreadsheet applications. Excellent customer service and interpersonal skills. Strong organizational skills. Skill in all of the above listed tools and equipment.

3. Physical Requirements:

*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 may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to school employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books.

Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Vision and hearing at or correctable to normal ranges.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Ensures the professional, efficient, and courteous operation of the office. Answers phone and greets visitors and employees to the SAU office. Confirms and schedules appointments with the Superintendent. Provides assistance to faculty/staff and parents by answering questions in person, electronic mail, or by telephone; provides information relative to school system policies and procedures; refers individuals to appropriate source as required. Responds tactfully to citizen's requests and/or complaints.
2. Meets with newly hired employees and assists with the completion of paperwork on new hires. Creates employee contracts, work agreements, stipend contracts, and coaching contracts. Contracts are prepared annually.
3. Maintains all personnel files, building, and project files along with a variety of other district files.
4. Gathers material and information from staff and creates the school district annual budget at the direction of the Superintendent. Facilitates getting the annual report to the printer on time.
5. Responsible to gather and create budget reports which includes several spreadsheets. Assembles budget books for administrators and the town budget committee.
6. Orders SAU office supplies and creates purchase orders when required.
7. Creates internal postings for jobs; creates job advertisements for newspaper circulation and emails to contacts for insertion.
8. Creates bid specifications for upcoming district projects.
9. Conducts food service data entry and EIS system data entry, recommending employees for certification renewal, and various state reports requiring data entry and certification of reports.
10. Updates and consults with the Superintendent on daily issues that he/she must be made aware of or that requires input.
11. Inspects, calculates, and approves Free & Reduced lunch applications and call applicants for missing data or to confirm data.
12. Responsible for the preparation of School Board meeting agendas and board packets and the posting notice of upcoming School Board meetings. Posts meeting minutes on the website.
13. Creates and distributes the electronic school year calendar.
14. Assists in preparing material and related details for the annual school district meeting.

15. Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

1. Supervision Scope: Performs varied and responsible duties of a diverse nature, from routine to complex, requiring a high degree of motivation and initiative, use of independent judgment in decision making, and thorough knowledge of school district operations to complete tasks at hand and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.
2. Supervision Received: Works independently and sets own daily work plan; exercises independent judgment on day-to-day matters; only unusual situations are referred to the Superintendent.
3. Supervision Given: None.

**Work Environment:**

1. Work is performed in an office environment. Majority of work is performed in a moderately busy work environment, with frequent interruptions.
2. Operate computer, printer, scanner, telephone, copier, facsimile machine, and all other standard office equipment.
3. Make frequent contact with school district personnel, the public, parents, New Hampshire Department of Education, town/state officials, the media, School Board Members, and community members. Contact requires a high degree of tact and confidentiality. Contact is in person, by telephone, or by email.
4. Employee has access to highly sensitive and confidential information to include personnel files.
5. Errors could result in delay or loss of service, and possible legal ramifications.

**Terms of Employment:** As established by the Pittsfield School Board.

**Performance Evaluation:** Probationary period and annual performance evaluation as established by the Pittsfield School Board.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: November 7, 2019

