



ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

SUMMARY/SCOPE/GOAL

Perform operational and administrative duties in support of the Superintendent. Handle a variety of tasks and make decisions which require the use of independent and sound judgment.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent.
- Superior keyboarding skills with a demonstrated proficiency in Microsoft Office suite.
- Considerable research skills and PowerPoint presentation creation skills are paramount.

PREFERRED/DESIRED:

- Associates Degree from an accredited educational institution.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida State License.

PREFERRED/DESIRED:

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PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Act as administrative assistant to the head of a large, complex school system.
2. Interpret administrative policies and decisions and act accordingly.
3. Conduct research on educational topics and prepare synopsis of the same.
4. Coordinate and maintain calendar of meetings, conferences, and appointments for the Superintendent; process all materials for meetings; make travel arrangements and prepare travel expense reports.
5. Prepare records and reports; compose correspondence; maintain correspondence records and files.
6. Prepare department budget and maintain accounting, bookkeeping and payroll records.
7. Supervise the flow of communications for the office; take telephone calls and answer inquiries; open, sort and disseminate mail; determine proper department assignment and distribute correspondence from the Florida Department of Education.
8. Maintain contacts with community and government officials and offices.
9. Retrieve, process, and distribute electronic mail from both state and district levels.
10. Coordinate agenda and attend Superintendent's staff meetings' attend other meetings as required and record proceedings for office records.
11. Be knowledgeable of School Board meeting procedures and records, and serve as recording secretary, as needed, as backup to the Administrative Assistant to the School Board.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Extensive knowledge of the operations and functions of the School Board of Brevard County. Thorough knowledge of business, English, and mathematics. Considerable knowledge of the principles and practices of office management. Demonstrated written and oral communication skills. Ability to interpret rules, regulations, and policies and to use sound judgment in making decisions. Ability to establish and maintain effective working relationships with employees and the public; ability to use discretion in handling sensitive and confidential information; ability to use a computer: proficient in work processing, Internet, electronic mail, and spreadsheet applications.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Superintendent/Board/Legal	DEPARTMENT:	Superintendent/Board/Legal
TITLE CODE:	L3572	CONTENT BY:	Human Resources
GRADE:	14	COMPENSATION:	Rick Morton
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Joy Salamone
LAST BOARD APVD:	9/24/13	CLASSIFICATION:	Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/24/1998	Developed	
2.0	6/12/01	Revised	
2.1	4/9/07	Revised	
2.2	9/17/13	Revised	
3.0	7/1/20	Revised: New Format	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.