



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Administrative Assistant

QUALIFICATIONS:

1. High School Diploma
2. Experience in school operations
3. Demonstrated success in accomplishing tasks akin to those listed below

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide administrative assistance to the Superintendent and Board of Education in conducting the overall operation of the school district. This individual is responsible for the development and processing of confidential data and information regarding district operations, negotiations, and personnel management. The Administrative Assistant is responsible directly to the Superintendent and the Board of Education for appropriate interpretation of district policies, guidelines, and directives. She/he will serve as direct liaison to the Board of Education in the absence of the Superintendent in areas where immediate Board action is required. The Administrative Assistant is required to perform administrative and secretarial work of a high level with minimal direction and supervision in an effective, efficient and trustworthy manner.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in general administrative operations including clarifying and communicating policy decisions, performing confidential employee and contracted related services, special projects and reports, correspondence and updating the district web site.

2. Attends administrative and other meetings as assigned by the Superintendent and serves on such lay or staff committees as directed.
3. Executes/supervises overall secretarial and administrative services for the school board including duties related to school board meetings, correspondence, news releases, bid procedures and board activities.
4. Must be proficient in the operation of the Word Processing System, Excel, PowerPoint and other electronic media appropriate for the overall functioning of the Office of the Superintendent/Board. Purchases materials and is responsible for maintenance of office equipment.
5. Manages the school election procedures (every two years and specials).
6. Liaisons with the transportation department regarding policies, procedures, inspections, drug and alcohol testing requirements.
7. Serves as designated contact person for student open enrollment.
8. Records all leaves.
9. Accounts payable – all checks to pay school bills.
10. Process purchase orders.
11. Job postings.
12. Employee is responsible to be knowledgeable about all district policy.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

