

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: District Administrative Assistant VI (S10)	Job Family: 10
Department: District Office	Lane Placement: 12
Supervisor's Title: Business Administrator	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>06/83</u> Revised: <u>02/97</u> Revised: <u>07/13</u> Revised: <u>06/21</u> Revised: <u>05/25</u>	

GENERAL FUNCTION

Under the supervision of the Business Administrator, the **District Administrative Assistant VI** provides executive level administrative support to supervisor and the Board of Education. Incumbent attends School Board meetings, prepares minutes, and oversees other Board-related duties. Assists with assembling, printing and distribution of District financial reports. Screens telephone calls and visitors, schedules meetings, makes appointments, and other general office duties.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide executive administrative support to supervisor and Board of Education; monitor supervisor calendar and appointment schedule; screen correspondence and telephone calls; greet visitors.
- Ensure that visitors, students, patrons and District employees are treated in a positive and friendly manner.
- Maintain confidentiality of District/student information by following District policies.
- Attend School Board meetings; prepare and maintain permanent legal record of Board minutes; prepare financial and Board-related documents; miscellaneous duties associated with Board meetings.
- Oversee legal advertisement of Board hearings and notices.
- Stay informed about Utah Code requirements and legislative action.
- Provide Notary Public services for legal documents.
- Arrange administration of Oath of Office for newly elected and re-elected Board members.
- Oversee distribution of legislative supply money to educators; assist school administrative assistants with supply money.
- Oversee printing and distribution of District Budget Book, Comprehensive Annual Financial Report, Budget by Program, and District department parking permits.
- Maintain District Office building \$500 petty cash fund.
- Knowledge of Word, Excel, and PowerPoint.
- Assist with creating or updating PowerPoint presentations and Excel charts and graphs.
- Assist in arranging meetings (e.g. agenda preparation, reserving rooms, coordinating schedules, arranging refreshments).
- Create, edit, distribute, and file correspondence; submit purchase orders; order office supplies; assist with conference registrations, travel arrangements, etc.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires any combination of education and/or experience equivalent to a bachelor's degree in business or related field, plus four (4) or more years' experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, etc.
- Requires clear and precise communication in a variety of significant situations (e.g. explaining District policy, Board actions, screening proposals for Board agenda, screening requests for meetings with supervisor).
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, and databases). District computer system experience required.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires ability to schedule multiple tasks, satisfying multiple priorities and meeting multiple deadlines. Requires problem solving and analytical skills. Requires attention to detail and accuracy of work.
- Requires references demonstrating personal integrity and dependability.
- Must have well-developed skills in grammar, spelling, document construction and mathematics. Requires successful data entry ability.
- Requires advanced interpersonal skills including diplomacy, tact and social judgment. Interacts with Board members, organization representatives, legislators, State Office personnel, attorneys, vendors, all District personnel and the general public. Most interaction is unstructured.
- Ability to problem-solve and initiate activities within broad policy and procedural guidelines.
- Accuracy and confidentiality are critically important.
- Requires a thorough knowledge of Federal, State and District policies and procedures as they affect supervisor's jurisdiction.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in office setting.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is constantly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*