



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE:** ASSISTANT to the DEPUTY SUPERINTENDENT

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Valid driver's license
3. Experience necessary to perform assigned responsibilities; prefer progressive clerical experience in the educational setting
4. Knowledge of and an ability to use personal computers, office equipment, word processing, spreadsheets, databases and related software
5. Excellent verbal and written skills
6. Demonstrates knowledge of budgeting, finance and accounting.

**PHYSICAL REQUIREMENTS:** Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

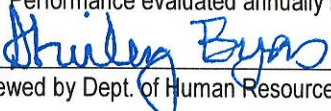
**PERFORMANCE RESPONSIBILITIES:**

1. Serves as the confidential secretary and assistant to the Deputy Superintendent; duties include planning, initiating, and carrying to completion a variety of clerical and secretarial duties.
2. Makes arrangements for conferences and meetings including time and location; informs participants of topics to be discussed and researches and provides them with background information.
3. Receives and distributes incoming mail for the department in a confidential manner. Independently replies to inquiries not requiring administrative action.
4. Maintains Administrator's and departmental calendar(s) of meetings, appointments, district deadlines, and any other vital activities of the department.
5. Schedules and makes necessary travel arrangements for administrator and staff to attend conferences/workshops.
6. Assists in daily operation of the department; trains clerical and support staff in performance of programmatic activities, when required.
7. Greets, announces and routes visitors. Answers, screens and directs phone calls.
8. Researches topics by locating and compiling information from various sources and prepares reports, as directed, for the administrator's review and information.
9. Prepares and completes assigned departmental fiscal activities in a timely manner.
10. Acts as recording secretary at conferences and meetings taking official minutes and preparing minutes for review and distribution.
11. Assists with preparation of the School Board Agenda.
12. Responds in emergency situations as required.
13. Performs other duties as assigned by the Superintendent and/or Deputy Superintendent.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 4.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

**APPROVED** MAR 09 2021

Adopted by Bay District School Board