



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

TITLE: ASSISTANT to the EXECUTIVE DIRECTOR

QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience necessary to perform assigned responsibilities; prefer progressive clerical experience in the **educational** setting
3. Knowledge of and an ability to use computers, office equipment, word processing, spreadsheets, databases and related software
4. Excellent verbal and written skills

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 Executive Director; duties include planning, initiating, and carrying to completion a variety of clerical and administrative assistant duties.
2. Prepares departmental payroll in compliance with district policy and procedures.
3. Serves as the liaison for the Executive Director with both public and internal sources as needed. Maintains confidentiality and uses a high degree of professionalism and resourcefulness.
4. 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.
5. Prepares and completes assigned departmental fiscal activities and budget preparation a timely manner.
6. Researches topics by locating and compiling information from various sources and prepares reports, as directed, for the Executive Director's review and information.
7. Receives and distributes incoming mail for the department in a confidential manner. Independently replies to inquiries not requiring Administrative action.
8. Maintains Executive Director's and departmental calendar(s) of meetings, appointments, district deadlines and any other vital activities of the department.
9. Schedules and makes necessary travel arrangements for Executive Director and staff to attend conferences/workshops as required.
10. Assists in daily operation of the department; trains clerical and support staff in performance of programmatic activities, when required.
11. Assists school and district employees in all areas relative to the functions of the division and works to the satisfactory conclusion of any problems or concerns.
12. Greets, announces and routes visitors. Answers, screens and directs phone calls.
13. Acts as recording secretary at conferences and meetings taking official minutes and preparing minutes for review and distribution.
14. Responds in emergency situations as required.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background Check is required for employment.
2. Twelve (12) months. Pay Grade 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 APR 24 2020
Adopted by Bay District School Board