



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

**TITLE:** ASSISTANT to the SUPERVISOR

**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 Supervisor; 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. Prepares and completes assigned departmental fiscal activities and budget preparation a timely manner.
4. Researches topics by locating and compiling information from various sources and prepares reports, as directed, for review and information.
5. Makes arrangements for conferences and meetings including time and location; informs participants of topics to be discussed and provides them with background information.
6. Greets, announces and routes visitors. Answers, screens and directs phone calls.
7. Receives and distributes incoming mail for the department in a confidential manner. Independently replies to inquiries not requiring administrative action.
8. Maintains Supervisor'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 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 department and works to the satisfactory conclusion of any problems or concerns.
12. Acts as recording secretary at conferences and meetings taking official minutes and preparing minutes for review and distribution.
13. Responds in emergency situations as required.
14. 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.

*Anuly Baker*

Reviewed by Dept. of Human Resources

APPROVED OCT 13 2020

Adopted by Bay District School Board