

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT FOR BUSINESS OPERATIONS

**Supervisor:** Assistant Superintendent for  
Business Operations, CSBO

**FLSA Status:** Non-Exempt **Employee Group:** At-Will

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#### Qualifications:

1. High School Diploma or Equivalent
2. Excellent organizational skills
3. Knowledge of Microsoft Word and Excel
4. Strong numeric aptitude
5. Excellent Communication skills both verbal and written

#### Terms of Employment:

- Twelve (12) month year to year contract
- Eight (8) hour day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Performs duties to assist Business Services Department in the administration of school district business tasks.
2. Type a variety of correspondence such as memos, letters, state reports and special reports, and other highly confidential District correspondence.
3. Verification of residency.
4. Assist in the accounts receivable and purchasing cycle.
5. Provide backup for Purchasing/Accounts Payable Department.
6. Assist in scheduling of appointments for Assistant Superintendent.
7. Assume District records retentions responsibility.
8. Record agenda and minutes of Business Services Committee as Recording Secretary.
9. Collaborate with collection agency for collection of past due fees owed to District
10. Coordinate and process insurance and accident claims
11. Provide back up for the Administrative Assistant to Superintendent/Board Recording Secretary at Board of Education meetings.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.