

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Administrative Assistant to the Superintendent/Recording Secretary for Board of Education/Board Policy Monitor

Supervisor: Superintendent

FLSA Status: Non-Exempt

Employee Group: At-Will

Qualifications:

1. Advanced shorthand and word processing skills
2. Excellent organizational skills
3. Must communicate effectively and handle situations with poise, understanding and tact
4. Must be self-directed and require minimal supervision, demonstrating accuracy, thoroughness and orderliness in performing work assignments
5. High school diploma

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per 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. Prepare a variety of correspondence, including letters, memos, and confidential documents.
2. Screen and process incoming correspondence.
3. Monitor Board Policy utilizing the IASB Policy Service. Review and present to the Superintendent recommended policy updates for Board consideration. Following Board approval, prepare and distribute policy revisions keeping the Policy Manual current on an ongoing basis. Respond to questions about Board Policy.
4. Obtain, gather and organize pertinent data as needed.
5. Maintain a regular filing system, as well as a set of locked confidential files.
6. Answer telephone, screen and assist callers, take messages and direct calls as necessary.
7. Record, transcribe and distribute notes of weekly central office administrative meetings.
8. Order and maintain supplies as needed.
9. Maintain a schedule of appointments and make arrangements for individual conferences.
10. Welcome visitors and arrange for their comfort and screen unexpected callers.

11. Maintain proper operating condition and supplies inventory for the fax machine and distribute incoming faxes to the appropriate offices.
12. Give public notice and attend all regular and special meetings of the Board.
13. Prepare a summary of action taken at Board meetings and distribute copies to staff and others as requested.
14. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each member of the Board.
15. Attend Board Policy Committee meetings.
16. Process correspondence and information to and from Board members.
17. Prepare agendas setting forth all known items of business to be considered at Board meetings and arrange for the delivery of agendas to Board members and media.
18. Maintain official minutes, volumes, and index for easy reference, and arrange for minutes to be microfilmed at the end of each fiscal year.
19. Schedule displays of student art work in the Board Room.
20. Keep current with best practices and requirements as they relate to your job assignment.
21. Perform such other job related duties and assume such other professional responsibilities as the Superintendent and Board of Education 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.