

GRESHAM-BARLOW SD 10J

Administrative Assistant to Superintendent and Board of Directors (DO) (1114)

JOB POSTING

Job Details

Title Administrative Assistant to Superintendent and Board of Directors (DO)
Posting ID 1114
Description **Administrative Assistant to Superintendent and Board of Directors
District Office
240 days
1.0 FTE
Start date: August 1, 2017
Compensation: 2016-2017 Salary Schedule \$79,419 - \$87,685**

Qualifications: High school diploma or equivalent. Post-high school training/experience preferred. Three years of progressively responsible, executive-level secretarial experience preferably to a chief executive officer and current First Aid Card.

In-district and Out-of-District Applicant Deadline: Open until July 7, 2017, 5 pm.
Apply through TalentEd Recruit & Hire

JOB TITLE: Administrative Assistant to Superintendent and Board of Directors

Job Summary:

The executive secretary to Superintendent and Board of Directors is responsible for handling administrative details and providing highly responsible staff support for the superintendent and board of directors.

Essential Job Functions:

- Perform duties as executive secretary to the school board:
 - Take notes at board meetings, record the disposition of all matters on which the board/committee considers action
 - Prepare, check, and distribute minutes in advance for approval at next board meeting
 - Maintain official record of board policies and properly authenticated official copies of the board minutes
 - Post notification and inform newspapers of record of special meeting or changes in board meeting dates
- Prepare or compile agenda and all support materials for board meetings
- Keep superintendent informed of pertinent regulations and legislation, particularly as they affect the public records and open meeting laws
- Coordinate meetings and appointments and handle all correspondence, filing, etc. for superintendent. With only general instruction, compose letters and memoranda reflecting the style and perspective of the superintendent and/or board.
- Support the board and superintendent in planning and hosting social functions such as breakfast, lunch or dinner meetings
- Receive, screen, admit and provide information to callers who may include parents, teachers, administrative staff, community professionals, civic dignitaries, government officials, or the press
- Review daily mail and take appropriate action; relay and interpret administrative decision, policies, and instructions; process documents in timely and efficient manner that includes gathering data and preparing and distributing materials to appropriate persons and offices
- Recommend procedures for improving and updating the activities of the office
- Oversee superintendent's schedule and anticipate needs regarding advance preparation for meetings, appointments, tasks, etc.
- Perform other public relations, liaison duties, and other responsibilities as may be assigned by the superintendent and the school board
- Prompt and regular attendance

Essential Job Requirements – Qualifications:

- High school diploma or equivalent. Post-high school training/experience preferred.

- Three years of progressively responsible, executive-level secretarial experience preferably to a chief executive officer
- Word processing/spreadsheet expertise with high production capability, accuracy, and attention to detail
- Possess a superior command of the English language, with ability to effectively communicate both orally and in writing on behalf of the superintendent

*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	Per Year
<i>Location</i>	District Position

Applications Accepted

<i>Start Date</i>	06/27/2017
<i>End Date</i>	07/07/2017