

# Dexter Consolidated Schools

## Job Description

Position: ADMINISTRATIVE ASSISTANT/DISTRICT REGISTRAR

Supervisor: Superintendent

**General Job Description:** To assist administration, staff, and visitors in any way necessary with maximum attention devoted to the Superintendent and Board of Education.

### **Administrative Assistant Essential Duties and Responsibilities:**

1. Arrive promptly at a time designated by Superintendent.
2. Be dependable in making certain the office of the Superintendent is always open for school business and safety concerns, and never left unattended.
3. Work respectfully and cooperatively with colleagues, supervisors and administrators.
4. Demonstrate ethical behavior (honesty, integrity, character).
5. Engage in professional development identified by Superintendent.
6. Know and follow district policies and administrative rules and regulations and professional standards.
7. Successfully and professionally complete assigned work by deadline.
8. Maintain a neat, professional appearance, work area and environment.
9. Receive all incoming telephone calls and direct calls to the appropriate person in a professional manner.
10. Take complete, concise and accurate messages for any personnel when needed.
11. Report immediately the presence of any visitor presenting unusual behavior.
12. Contribute to and model effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships with students, substitutes, community and staff.
13. Provide clerical services such as typing, proof reading, editing, filing, collating, etc.
14. Maintain a regular filing system and process incoming records and correspondence as instructed.
15. Operate and facilitate repair and maintenance on all office equipment including copier, computers, fax and postage meter.
16. Quarterly collect and report District copier meter readings.
17. Assist with preparation for meetings of the administration and the Board and subsequent reports, correspondence and any other needs.
18. Work closely with the Superintendent in scheduling to assure business can be handled efficiently and appropriately. Maintain a daily calendar of events.
19. Schedule use of the Board Room.
20. Receive the public and other visitors in a courteous and positive way to assist with their needs.
21. Facilitate social arrangements for staff (refreshments, etc).
22. Facilitate social functions of the District.
23. Ensure there are sufficient supplies at all times in Board Room and Superintendent's Office.
24. Notify staff of school delays or cancellations due to inclement weather as directed by the Superintendent.
25. Place legal, employment, and other notices in appropriate newspapers and local public places. Post incoming notices appropriately.

26. Create and maintain an accurate District phone directory and staff list of all school personnel. Print and distribute by September 1<sup>st</sup> each year and update monthly on the Faculty folder.
27. Coordinate with the Athletic Director annually to create and distribute Athletic Gate Passes.
28. Coordinate with Maintenance Director to input data in the computerized school maintenance system, keeping information current.
29. Have available any pertinent school information for the school personnel and public such as salary schedules, school board agendas and employment applications.
30. Obtain and process employment paperwork on all district employees, including but not limited to licensure and background.
31. Maintain Human Resources databases to be shared with payroll and student information services.
32. Maintain Human Resources records, files, applications, verifications and notices.
33. Assist Superintendent in preparing for Board meetings.
34. Maintain Board Book.
35. Maintain Board Policy Manual.
36. Post and deliver to post office outgoing mail and/or packages daily.
37. Track, receive, log and facilitate distribution and pick-up of courier packages, return receipts and parcel services.
38. Operate and facilitate repair and on the postage meter.

#### **District Registrar Essential Duties and Responsibilities**

1. Enroll new students PreK-12 including assigning student ID# from NMPED
2. Work with transportation director to assign bus number for new students
3. Compile student folders for PreK-12 and disperse to designated schools
4. Request records on all new students PreK-12
5. Mail official transcripts and ACT scores (if applicable) to colleges upon request of colleges/students
6. Maintain student records in permanent files and on computer management system

#### **Additional Duties and Responsibilities:**

1. Assist as needed with district substitute system.
2. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

#### **Qualifications:**

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Knowledge of office procedures.
4. Knowledge and skill of computer function and operation.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **Physical Requirements:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**Working Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_