

SUPPORT STAFF POSITIONS
Job Description: District Executive Administrative Assistant

- QUALIFICATIONS:
1. High school graduate or equivalent B.A., Associates A.A. (preferred),
 2. Ability to pass a grammar and writing examination
 3. Computer literate
 4. Ability to relate well to students and parents
 5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent

RESPONSIBILITIES:

The district secretary is often the first contact the public has with our district. The secretary is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.

DUTIES:

1. Perform all duties as assigned by the superintendent in maintaining the district office. These duties include, but are not limited to:
 - a. Answer incoming calls and assist with mail distribution
 - b. Supervise maintenance of and maintain the district web site
 - c. Coordinate and organize District and Board events
 - d. Maintains the Superintendent, District and Board calendars
2. Serve as Secretary to the Board of Education
 - a. Prepares Board agendas, Board packets, Board minutes
 - b. Prepares Board policy revisions, updates Board policy on-line
3. Perform duties as a district personnel coordinator; i.e. advertising, application process, background checks, contracts, personnel files, state HR report, maintain substitute lists, Personnel Handbook
4. Perform duties as a district communication liaison with Crestone Charter School. Coordinates with school secretaries as necessary.
5. Abide by work schedule as assigned by the superintendent. Serves as the confidential employee of the Superintendent.
6. Displays initiative in evaluating and increasing the effectiveness of the district office.
7. Be courteous in all dealings with parents, students, employees, district patrons, and guests. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
8. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.

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9. Maintain a high level of security, confidentiality, and professionalism at all times.
10. Perform all other duties as may be assigned by the Superintendent

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education (12 month)

EVALUATION: Performance of this job is to be evaluated by the superintendent in accordance with policies of the Board of Education.