

Kinnikinnick Community Consolidated Schools
District No. 131

Job Description
District Office Administrative Assistant

Qualifications:

1. High School Graduate with relevant job experience
2. Be able to work with children and adults.
3. Be able to provide exceptional customer service.
4. Be able to provide exceptional support to the Superintendent.
5. Be able to demonstrate strong computer and secretarial skills.
6. Be able to maintain and safeguard confidential information.
7. Be knowledgeable of Macintosh OS, Google Suite, Windows and Microsoft Office programs.
8. Be familiar with budgetary and financial database systems, double entry bookkeeping, and procedures for recording and reporting financial transactions.
9. Be able to work independently without direct supervision while meeting timelines.

Reports to: Superintendent

Job Goal: Provides administrative support for the Superintendent and the Board of Education. The District Admin Asst. organizes and performs detailed administrative work of a high level with minimal supervision. The District Admin Asst. plays an integral role in the daily administrative operations and communications for the school district.

Skills and Abilities

1. Establish and maintain cooperative, effective working relationships with others.
2. Possess exceptional organizational skills and exhibit impeccable attention to detail.
3. Ability to react with appropriate level of urgency to situations and events that require quick response or turnaround.
4. Communicate effectively and professionally both orally and in writing.
5. Utilize correct English grammar, spelling, and punctuation.
6. Possess strong interpersonal skills including tact, patience, and courtesy.
7. Utilize general secretarial and bookkeeping practices, record keeping, procedures and maintain office equipment.
8. Maintain and prepare accurate records.
9. Determine appropriate actions with clearly defined guidelines.
10. Learn and efficiently utilize all district programs, operations, policies and rules.
11. Remain calm and flexible when faced with change and frequent interruptions.

Duties and Responsibilities:

Responsible for the general affairs of the District office.

1. Maintains a clean, comfortable work and reception area.
2. Serves as office receptionist; receives and routes all visitors, incoming calls and in-person inquiries in a friendly, courteous, and professional manner in all forms of communication.
3. Provides clerical support to the Superintendent.
4. Acts as a school liaison and provides basic information regarding school operations to stakeholders, parents, staff and external agencies.
5. Maintains the postage meter and District copy machine, updating as needed.
6. Manages the district "flyer approval" process and weekly communication
7. Manages the District website of all mandated postings.

Provide administrative assistance to the Superintendent and Board of Education in conducting the overall operation of the school district.

1. Acts as a liaison for the Board of Education in community contacts.
2. Prioritizes, composes, edits and formats documents on own initiative or as directed.
3. Compiles, screens and prioritizes incoming correspondence and telephone calls for the Superintendent and Board of Education.
4. Maintains a diplomatic and helpful manner when dealing with the public, district staff and Board of Education.
5. Reports regularly to the Superintendent on any developments or problems within the District requiring the Superintendents awareness or action.
6. Coordinates preparation, assembly and dissemination of materials, agendas, minutes and packets required for the School Board.
7. Assists with policy development and maintains and disseminates an up-to-date policy manual.
8. Plans facilities and equipment/services for meetings, workshops, special events, etc.
9. Facilitates travel plans (reservations and registration) for conventions and conferences for the Superintendent and School Board.
10. Coordinates purchase order and other financial process execution for the Superintendent and School Board.
11. Develops, posts, and publishes a District calendar or schedule of events.
12. Update and maintain records destruction reporting on an annual basis.

Plans, organizes, prioritizes, and executes complex administrative and financial functions as assigned by the Superintendent or Board of Education.

1. Records all revenues and expenditures, balances and reconciles various financial transactions such as, District cash sheets, activity accounts, revenues received and self funded insurance funds to ensure financial audit procedures.
2. Maintains all Activity Accounts.
3. Records all District payments made via K-12 payment center and checks/cash sent into the District office. Communicates owed fees to public.

4. Assist the Bookkeeper in balancing the Accounting system's Treasurer's report to the monthly cash sheets before uploading for the District Treasurer's final reconciliation.
5. Compile required information and process reports for various Local, Federal and State agencies, including Special Education and Transportation.
6. Maintain status and communication on all late payments of fees.
7. Provide assistance and information to candidates and/or new board members and develop new board member orientation information.
8. Produce and monitor digital social media posts and other digital communication for and about the School District.

Provides human resource support to the Superintendent at the point of hire and separation, annual open enrollment and worker's compensation or accident claims.

1. Maintains all processes for employment, evaluation, seniority, acknowledgment, separation, retirement, open enrollment, worker's compensation and accident claims.

Essential Job Functions:

- Accurate data entry and management of all cash sheets and activity accounts.
- Accurate representation of District position for all State & Federal reporting.
- Confidentiality, accuracy and attention to detail in regards to all aspects of the position.
- Ability to work without direct supervision as well as collaborate with other office staff.
- Ability to maintain a professional atmosphere at all times when dealing with staff, vendors, and the general public whether in person, electronically, or on the telephone.
- Ability to work on location.
- Ability to sit, stand, bend and lift up to 10 lbs.
- Consistent and regular attendance is an essential function of this position.

Terms of Employment:

245 Days, 12 month position

Paid Benefits

Evaluation: Performance of this job will be evaluated in accordance with the Kinnikinnick School Board policy on evaluation of support personnel.