

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: ADMINISTRATIVE ASSISTANT

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Educational Support Personnel (ESP) – Classification I - 260 days

JOB SUMMARY: Skilled secretarial, record keeping and administrative support services in assisting the Central Office and the Director of Curriculum & Assessment

QUALIFICATIONS/SKILLS:

1. Bachelor's degree required
2. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, staff and the general public
3. Ability to perform secretarial and administrative support functions requiring independent judgment, decision-making and problem solving
4. Ability to operate basic office equipment, (i.e. computer, copier, calculator, fax, and etc.)
5. Skilled in the use of publication software
6. Skilled in the development of websites

DUTIES AND RESPONSIBILITIES:

1. Provides general reception and clerical support for the Director of Curriculum & Assessment and Central Office personnel
2. Maintains personnel files and database (Filemaker)
3. Prepares purchase orders and requisitions as needed
4. Coordinates approval, travel and reimbursements for professional development activities
5. Responsible for the production and distribution of the district newsletter
6. Gathers information, coordinates the development and assures the timely printing of the annual school calendar that goes out to our constituents
7. Gather data and prepare reports for Administration, School Committee and state agencies
8. Maintain a high level of ethical behavior and confidentiality when dealing with student, staff, vendor and bid information
9. Act as a friendly ambassador for the School District
10. Other duties, as needed to support the operations of the Central Office

EVALUATION: Superintendent of Schools, with input from the Executive Assistant to the Superintendent