

**Administrative Assistant to Superintendent / Receptionist**  
*School District Job Description – Revised Feb. 2021*

**Position Title:** Administrative Assistant to Superintendent / Receptionist

**Department:** Central Office

**Reports To:** Superintendent

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**SUMMARY:** Assists Superintendent, Assistant Superintendent, Board of Education Members, and District Administrators. Acts as liaison between District and community, District and vendors, District Administrators and parents, District Administrators and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

**Administrative Assistant to the Superintendent / Receptionist**

- Types correspondence, letters and memos, forms, etc. for Superintendent and Assistant Superintendent. Prepares routine correspondence.
- Interfaces with District parents, community, Education Foundation, vendors and legislative leaders and the press regarding District and Board of Education issues.
- Maintains general office files.
- Researches and resolves questions and/or problems regarding residency for school personnel and residents.
- Maintains correspondence from DFS.
- Courteously greets all visitors, determines their needs, checks appointments, and directs them to the proper person.
- Answers office telephones & responds appropriately to requests for information for District Office.
- Sorts and distributes incoming mail for Central Office; stamps and sorts outgoing mail for district.
- Orders and stocks office supplies for Central Office. (including kitchens & bathrooms)
- Responsible for maintenance of postage machine.
- Responsible for mailing appropriate cards and/or plants or flowers when needed.
- Assist with District meetings.
- Assist Superintendent, Assistant Superintendents and Food Service with Holiday Reception and Sweet Rewards.
- Receives and signs for all UPS, FedEx and truck deliveries
- Maintains & schedules appointments for Superintendent, Assistant Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree preferred OR Associates Degree with one year of experience OR equivalent combination of education and experience OR two-three years job-related experience.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TERMS OF EMPLOYMENT:**

Twelve-month contract. Salary to be established by the Board of Education. Exempt Position.

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_