

Litchfield School District - SAU 27

form rev. 1/25/07

POSITION TITLE: ASSISTANT TO THE SUPERINTENDENT	Category:
Job Description Approved By: <i>Litchfield School Board</i>	Date: 4/4/07
General Purpose: To provide support to the Superintendent of Schools	
Reports To:	Superintendent of Schools
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

Superintendent's Office

- Assist the Superintendent in all office functions and responsibility areas. Maintain a calendar of appointments and meetings.
- Schedule meetings and interviews for the Superintendent as necessary.
- Assist in preparation of letters, memorandums and agendas for administrative meetings, including supporting documents.
- Attend weekly Administrative and Principal Meetings to facilitate task lists.
- Receive incoming calls to the Superintendent and take messages or answer as appropriate.
- Preparation of yearly school and payroll calendars.
- Coordinate the publication of the Litchfield School District Annual Report.
- Preparation of Department of Education reports.
- Using the i.4.see reporting system and with district oversight of i.4.see coordinating reports from all three schools, submit all State reporting (e.g. Beginning of Year, End of Year).
- Enter course reimbursement requisitions for purchase order generation and verifying grade and payment for course reimbursement.
- Generate purchase orders for the Superintendent and School District Office.
- Assist Litchfield School Board members relative to secretarial functions, as required.
- Prepare annual school closing telephone chain list; notifies TV stations with "no school" announcements when informed of closing by the Superintendent.
- Assist in preparation of SAU, School District and School Board budget.
- Implement recognition awards.
- Performs all duties in a safe manner and follows all safety procedures as outlined in the District Safety Plan.
- Perform other tasks and assume other responsibilities as assigned by the Superintendent.

Human Resources

- Prepare and maintain Co-Curricular contracts for the School District.
- Generate Nomination Lists, Teacher Contracts and Employee Agreements.
- Assist in recruiting, i.e. advertising, posting notices, resume log, posting on EdJobs.com.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by the Superintendent and in accordance with School Board policy.

TERMS OF EMPLOYMENT:

At will, exempt, full time, year-round. Salary established by the School Board.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent
- A minimum of 3-4 years experience in an administrative office, including office management, customer service or experience dealing with the public.

Necessary Knowledge, Skills and Abilities:

- Knowledge of office procedures, practices, filing systems and equipment
- Thorough knowledge of software applications including Microsoft Word, Excel and Outlook
- Knowledge of Administrators Plus helpful, but will train
- Ability to manipulate through the Internet and technology
- Ability to maintain confidentiality at all times
- Ability to accurately and expeditiously type correspondence
- Ability to communicate effectively with others, both orally and in writing
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to research information through the Internet or in publications
- Ability to use the Internet for State Reporting on the State ESS website.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	No required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	No required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, copy and FAX machine, postage meter.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>													
Sit	<u>1</u>	2	3	4	5	<u>6</u>	7	8		<u>1</u>	2	3	4	5	6	<u>7</u>	8						
Stand	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8						
Walk	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8						

Work Performed: **Inside: 100%**
 Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

General office environment.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.