

## Narragansett School System

Summer 2011

**TITLE:** Administrative Assistant to the Superintendent  
**REPORTS TO:** Superintendent of Schools

### **JOB DESCRIPTION:**

### **MINIMUM QUALIFICATIONS:**

- Associates Degree or related experience
- Three years successful experience as a secretary
- Ability to maintain confidentiality
- Excellent knowledge of technology
- Strong organizational skills
- Ability to deal with employees, government officials, attorneys, and the public in a friendly and helpful manner both in person and on the telephone
- Ability to work as a member of an office team
- Experience in a school setting preferred
- Knowledge in Microsoft Office Suite including Power Point

### **DUTIES AND RESPONSIBILITIES:**

Including but not limited to:

1. Managing of the Superintendent's documents/correspondence related to the business of the Narragansett School System.
2. Answering incoming calls and keeping appointment schedule for Superintendent.
3. Responsible for all district calendars including the Superintendent's.
4. Maintaining and updating District and School Committee policies.
5. Assisting with district web page updates.
6. Working with appropriate school principal and University representatives on student teacher and practicum requests.
7. Overseeing and organizing home-schooling requests and student files.
8. Preparing School Committee packets, attending School Committee meetings, and being responsible for all details related to these meetings.
9. Serving as liaison for the Superintendent regarding media and press.
10. Assisting the Superintendent with all activities related to the Town Administration as well as communication with Town Officials as directed by the Superintendent.
11. Preparing district reports as requested by the Superintendent.
12. Preparing presentations for the Superintendent.
13. Assisting the Superintendent in preparing for litigation and budget meetings.
14. Maintaining and updating all personnel files.
15. Revising and updating seniority lists (certified and classified).
16. Working as a liaison with RIDE on Teacher Certification issues.
17. Preparing job postings and advertisements for all available positions.
18. Maintaining lists of all certifications.

19. Tracking and filing teacher evaluations.
20. Other administrative assignments as requested to assist with the general operation of the Central Office of the Narragansett School System.

**TERMS OF EMPLOYMENT:**

Full Time with Benefits Package.

**Salary**

Commensurate with education and experience.