

# Administrative Assistant to the Superintendent

**Position Title:** Administrative Assistant to the Superintendent

**Location:** Central Office

**Evaluated By:** Superintendent

**Terms of Employment:** 12 months

## **Duties and Responsibilities:**

- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees
- Compiles data from a wide variety of diversified sources
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board
- Monitors a variety of activities on behalf of the Superintendent
- Prepares a wide variety of complex written materials
- Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- Ensures that parents/guardians of students or employees have followed protocol for solving a concern
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members
- Supports Superintendent and Governing Board for the purpose of providing assistance with their functions and responsibilities
- According to FERPA, keeps all student personal, academic, and behavioral information confidential
- Acts as liaison with insurance adjusters, legal counsel, employee organizations and underwriters in coordinating insurance matters
- Compiles, maintains, and files all reports, records and other documents required
- Reads and follows Richland Parish Policy & Procedures
- Attends Professional Development as needed
- Oversees and provides direct support to the Business Manager's Secretary
- Performs any duties required for the efficient running of the school system

## **Examples of Work:**

- Directs activities and programs in the absences of the superintendent, serves as principal assistant to the superintendent
- Advises the superintendent regarding program, office and department problems
- Reviews current and long-range programs, plans and policies for the office, identifying and resolving areas of conflict
- Reviews and evaluates work of subordinates, gives technical guidance when needed
- Coordinates budget recommendations
- Conducts staff meetings and conferences with subordinates to resolve problems and conflicts. Meets with officials of federal, state and local agencies, professional organizations and interested groups on matters in relation to the office
- Assists divisions, departments, and school administrators in their accident reporting, accident prevention responsibilities; analyzes requirements for safety trainings
- Monitors and reviews periodic claims and reports and provide trend analysis for the district
- Analyzes and reports to the Superintendent the district's claims, loss, and accident history and identifies methods to eliminate, minimize, or indemnify risks or possible losses
- Participates in the investigation of incidents and coordinates preparation of materials and evidence for use in hearings, litigation, and insurance claim cases
- Monitors insurance claims closing action, and assists Superintendent in coordinating negotiations for settlement of claims wherein court action is not involved with claim adjuster and prepare reports for Board action
- Directs the preparation of special reports as needed by the Louisiana Department of Education and Health

**Qualifications:** Pay scale is determined by degree and experience as outlined below.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED/HISET equivalent
- Typing Proficiency
- Banking experience preferred

**PREFERRED QUALIFICATIONS:**

- A baccalaureate degree plus five years of professional level experience in a public or private sector setting.

**SUBSTITUTIONS FOR CONSIDERATION FOR PREFERRED QUALIFICATIONS:**

- Six years of full-time work experience in any field will substitute for the required baccalaureate degree.
- Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

-30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

-60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

-90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

-120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

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Administrative Assistant to the Superintendent

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Date

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Superintendent

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Date