

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

Job Title	Administrative Assistant
Supervisor	Superintendent
Qualifications:	<ul style="list-style-type: none"> <li>● Demonstrated experience as an administrative assistant with experience in a central office setting preferred.</li> <li>● Knowledge and application of computer operations and applications - Word, Excel, Powerpoint.</li> <li>● Bachelor degree preferred.</li> </ul>
Purpose	To help support the Administration in meeting the mission, core values and vision for the Sanborn Regional School District. To assure the smooth and efficient operation of the office so that the maximum positive impact on the education of children can be realized.
Performance Responsibilities	<ul style="list-style-type: none"> <li>● Support the superintendent with all general aspects of administrative assistant functions - schedule meetings, incoming and outgoing correspondence, purchase requisitions, and projects assigned by the superintendent. Maintain office equipment and order supplies for the office.</li> <li>● Maintain confidential district, school board, and superintendent filing systems.</li> <li>● Attend leadership, policy, and other meetings as assigned by the superintendent.</li> <li>● Help coordinate district emergency systems.</li> <li>● Distribute MS-27, MS-22 (20 days after meeting) with district meeting minutes to DRA, DOE and Selectman as directed by the business administrator.</li> <li>● Maintain updating of district webpage for the Superintendent's office, including superintendent page, school board page, budget committee page, and current news.</li> <li>● Prepare correspondence and other related material including, but not limited to: School board and committee agendas, staff negotiations/master agreements, school board policies, annual report, and administrative directory.</li> <li>● Prepare Student Rights - FERPA notice for papers and webpage yearly before school starts.</li> <li>● Help publish dates of filing, budget committee public hearing and school district openings in local newspapers and on the web page.</li> <li>● Prepare material and coordinate printing of annual district report. Arrange for the distribution of the annual school district report.</li> <li>● Prepare all legal notices for budget hearings, bond issues, petitioned articles deadline, and submit to newspapers in a timely manner.</li> <li>● Prepare Certificate of Posting to be signed by person(s) posting warrants and notarize. Retain original certificate with original warrant in official district meeting file.</li> <li>● Other duties as requested by School Board Chair.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. 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.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Superintendent in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*

February, 2023

April, 2009