

Administrative Assistant to Superintendent: Lamar County Schools

Location: Central Office

Under the supervision of the school superintendent, the Administrative Assistant to the Superintendent will carry out the following duties:

1. Schedule and maintain all appointments for the superintendent & school board.
2. Receives and screens office visitors and telephone calls.
3. Identifies matters requiring priority handling and brings them to the attention of the superintendent.
4. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems for the superintendent.
5. Coordinate with system administrators and clerical staff in collecting and preparing materials for board meetings.
6. Prepare board agendas and share materials with board members and the public according to policy.
7. Prepare accurate and detailed minutes of all board meetings and other meetings, and post minutes for public review.
8. Maintain discretion in handling highly sensitive and confidential information with complete security.
9. Maintain documentation of all professional learning for board certification.
10. Update all system and state policy handbooks.
11. Attend all evening work sessions and board meetings, both scheduled and called.
12. Generate and maintain all purchase orders for the superintendent.
13. Coordinate and maintain calendar of facilities for all schools and buildings.
14. Coordinate and maintain documentation for all field trip and fund-raiser approvals.
15. Professional communication and interaction with school system employees and the general public in routine situations, which require tact, discretion, and courtesy.
16. Makes travel arrangements for BOE and superintendent as needed.
17. Coordinate and schedule all tribunals and hearings, ensuring all proper documents are distributed and presented according to policy.
18. Maintain thorough knowledge of school system policies and procedures.
19. Perform all other duties as assigned by the superintendent.

Minimum Qualifications:

1. High school diploma
2. Proficient in modern office technology software (Microsoft Office: Excel, Word, PowerPoint, etc.; Google Docs; etc) and equipment
3. Experience as an administrative assistant or secretary in an office setting
4. Exemplary communication skills (verbal and written)

Preferred Qualifications:

1. Five or more years' experience as an administrative assistant or secretary
2. Experience in an educational setting
3. Extensive experience working with public
4. Knowledge of modern office practices and procedures
5. Ability to function calmly and effectively under pressure