

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Administrative Assistant - Education

Supervisor: Executive Director of Teaching and Learning or Director of Teaching and Learning

FLSA Status: Exempt

Summary: Under the supervision of the Education Director the Administrative Assistant provides administrative and technical support for the education department. The Administrative Assistant is responsible for maintaining department and organizational data, records and information in an organized, efficient and confidential manner. The Administrative Assistant provides direct support to a Director. Work is often performed in tight time constraints. Unusual hours may be required.

Essential Duties and Responsibilities

- Assists with managing daily operations of the department in a manner consistent with administrative direction, district policies, procedures, and state laws.
- Establishes methods and procedures of work within the organizational unit.
- Prepares a varied number of reports relating to the district or organizational unit, gathers information from schools to prepare reports, and instructs school secretaries in completing their portion of reports.
- Conducts studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.
- Maintains a variety of clerical and financial records to include budget monitoring, and prepares reports on budget activities.
- Serves as first contact to, and resource liaison between, the Director, district administrators, other employees, and the general public.
- Composes routine correspondence; types and updates a variety of written materials including agendas, reports, statistical data, charts from rough draft, minutes; proofreads and edits a variety of materials.
- Manages expenditures, and maintains publications and memberships for the office, processes expenses for the Director, preparing necessary forms.
- Interviews callers and office visitors; answers questions and provides information which requires considerable knowledge of policies, programs and services of the district.
- Responsible for Director's schedule: maintains his/her calendar; maps driving routes; prepares and maintains tickler file, making special notes and references as needed; responsible for meeting setup and cleanup.
- Arranges and coordinates conferences, workshops, meetings and other travel arrangements as necessary for Director and other district staff.
- Approves and signs various documents as directed.
- Maintains department fiscal records.
- Maintains department intranet..
- Interprets and applies rules, policies, procedures, and regulations affecting assigned area of responsibility.
- Works as a team player at all levels and demonstrates excellent interpersonal and customer

services skills.

- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for the proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Other related duties as assigned.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or General Education Diploma (GED); three years' executive administrative experience. Knowledge of best practices related to office administration required. A thorough working knowledge of state and federal regulations, office practices and procedures is required.

Interpersonal Skills: Exhibits a high degree of diplomacy in dealing with all customers over the phone and/or in person. Employee must have the ability to work in a team environment. Employee must interact in a kind, compassionate, and professional manner. Must maintain confidentiality and security at all times. Employee must participate annually in employee education programs. Wears appropriate attire within the MSD guidelines.

Language Skills: Ability to speak, read, write legibly, and follow verbal or written instructions. Employees must have the ability to respond to common inquiries or complaints. Bilingual in Spanish, preferred.

Mathematical Skills: Employees in this category must have the ability to calculate figures and amounts such as discounts, interest and percentages. Employees must have the ability to apply concepts of basic math, fractions, percentages, ratios and proportions to practical problem solving situations. Must have the ability to collect, maintain and analyze data. A high level of accuracy and attention to detail required.

Reasoning Ability: Employees in this category must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Employee must be able to manage time, organize and determine priorities.

Computer Skills: To perform this job successfully, an individual must be proficient with word processing, spreadsheet, data base, power point, email and webinar. Employee must have the ability to keyboard 50 wpm.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person.

Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____