

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Administrative Assistant
Confidential Employee

EXEMPT: Yes
SALARY LEVEL: Per Classified Policy – Classified Administrators
LOCATION: Plymouth Schools Administration Building
REPORTS TO: Superintendent of Schools
LENGTH OF WORK: 12 months/year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Act as Office Manager in charge of office operations
Monitor work load of other office personnel and approve work schedules
2. Compose Board Agenda and Board Notes. Attend Board Meetings, write and prepare minutes
3. Coordinate the purchase of copiers and other office equipment that involves numerous schools
4. Maintain complete and accurate records, other than financial, for the corporation
5. Act as Notary Public for the School Corporation
6. File all reports, other than financial, in a timely and efficient manner
7. Be responsible for maintaining complete and accurate records on all school personnel (i.e. proper certification, up-to-date transcripts, etc.)
8. Compute and process all contracts, revisions of contracts, and addendum
9. Interview and test new central office employees. Periodically meet with all corporation secretarial staff to keep them updated. Visit school secretaries occasionally to make sure the offices are running properly and answer questions
10. Serve as Chairperson of A.D.A. Committee for the corporation
11. Supervise Fixed Assets Records
12. Serve as 1st back-up for processing outgoing mail
13. Serve as 2nd back-up for processing incoming mail
14. Prepare payroll for Administration office, Adult Education and Maintenance
15. Act as back-up in maintaining Administrative Guidelines, Bylaws and Policy books
16. Act as 3rd back-up for answering phone
17. Prepare and score benchmark tests, create reports, distribute to schools/teachers

18. **Maintain Corporation Handbook and distribute electronically**
19. **Maintain Staff Directory and distribute electronically**
20. **Maintain Curriculum for schools/teachers as requested by Assistant Superintendent**
21. **Maintain Job Description/Evaluation Form Book, Corporation Form Book, and Spanish Form Book**
22. **Prepare classified salary schedule and master contract**
23. **Maintain continuing education files and records**
24. **Maintain a positive relationship with other staff, parents, and students**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

Business college training; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

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 frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 moderate.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Twelve (12) months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

Revised 12/29/05