

YORK ADAMS ACADEMY – JOB DESCRIPTION

TITLE: Administrative Assistant to the Director

- Qualifications:**
1. Minimum Associates Degree or satisfactory evidence of post-secondary educational training in administrative support and three to five years of managerial secretarial experience.
 2. Advanced computer skills in Microsoft Office including MS Access. Ability to learn new software applications and comprehend technical manuals and instructions. Knowledge of or ability to be trained in Web Page design and maintenance.
 3. Proficient use of English grammar and composition.
 4. Ability to perform mathematical calculations including fractions, decimals, percents, ratios, and basic algebraic functions.

Job Goal: Serve as the personal and confidential Executive Secretary to the Director for the purpose of providing administrative and secretarial support; relieve the Director of clerical and administrative details by coordinating, organizing, supervising, and participating in the various operational aspects of the administrator's assignment; serve as office manager; perform other related duties as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Compile, maintain, and submit records, statistical information, and reports by researching and summarizing information.
2. Establish and maintain various filing and record management systems including both hard copy and electronic data systems. Perform back-ups of computerized information daily.
3. Create, transcribe, and distribute meeting agendas and minutes including Joint Authority Committee meetings.
4. Compose, review, proofread, and edit documents prepared for the Director's signature.
5. Read and screen incoming correspondence and reports; make preliminary assessment of importance of materials and organize documents; handle pertinent matters personally and forward appropriate materials to the Director.

6. Receive and screen incoming calls and visitors. Tactfully respond to a wide variety of calls, concerns, questions, and complaints (e.g. students, parents, staff, public, etc.) for the purpose of resolving problems, providing information, and / or referring to appropriate personnel.
7. Act as liaison between the Director and staff by transmitting directives, instructions and assignments and following up on the status of assignments.
8. Supervise clerical support staff. Develop and facilitate procedures to maintain organizational efficiency. Evaluate employee performance and office efficiency through periodical review.
9. Serve as a resource to participating school district personnel for the purpose of providing and requesting information, program updates, and explaining procedures and policies.
10. Apply the overall mission of the program and analyze situations. Make decisions independently based on procedures and professional judgment.
11. Maintain confidentiality and professionalism at all times.
12. Perform other duties as assigned by the Director.

TERMS OF EMPLOYMENT:

Two hundred twenty (220) days; 6 hours per day; hourly rate, work schedule, conditions of employment in accordance with Joint Authority Board policy. Federal and State school district employment clearances required.

EVALUATION:

Performance of this job will be evaluated annually.