

ADMINISTRATIVE ASSISTANT TO SCHOOL DIRECTORS

- TITLE:** Administrative Assistant to School Directors
- REPORTS TO:** School Directors
- SUPERVISES:** N/A
- JOB FUNCTION:** To provide services to schools that need extra assistance in the areas of curriculum, instruction, management and special projects as assigned by the School Directors.

DUTIES AND RESPONSIBILITIES:

- Performs services to schools that need extra assistance due to a Principal being temporarily away from school.
- Assist with special projects in the areas of curriculum, instruction, and management as assigned by the School Directors. Provide strong instructional leadership as needed, on a temporary basis, in the assigned school. Assist the principal with specific tasks as identified by the School Director and the principal (student achievement notebooks, ESS help, budgets, staffing, Consolidated Plans, and other school related projects).
- Assist with Special Education issues and other special projects unique to the assigned school.
- Assist with Grant applications related to student achievement in the assigned school.
- Assist with parent and community related issues in the assigned school.
- Attend faculty meetings, SBDM Council meetings, Admission and Release Community (ARC) meetings, Professional Development sessions, and other school related meetings in the assigned school.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Serve as “acting” or “substitute” principal when needed in an assigned school.
- Maintain and further develop a current knowledge base in all areas of instructional leadership as related to the appropriate school level.
- Maintain regular attendance.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use for hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Require the ability to lift, carry, push or pull light weights up to 30 pounds.

EDUCATION AND EXPERIENCE:

LICENSES AND OTHER REQUIREMENTS:

Original Date: _____
Revision Date: 07/2011
Revision Date: 07/2012