

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide administrative assistance to the Superintendent of Schools and the Board of Education. Acts as liaison for Superintendent and Board of Education with school district personnel, City department personnel, parents, students and general public. ~~to oversee office functions and to plan and coordinate special projects. The work is performed under the direction of the Superintendent of Schools.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Prepares a variety of reports, documents and correspondence. Prepares monthly and year-end suspension reports. Generates and maintains Emergency Protocol information. Prepares documentation for Board of Education meetings and workshops.~~
- ~~Develops, maintains and updates confidential and other records and files; maintains databases and spreadsheets. Maintains files and checks enrollment numbers for waivers. Completes all aspects of expulsion hearings.~~
- ~~Acts as secretary to the Board of Education, which includes; maintaining Superintendent's calendar, preparing correspondence, reports, documents and spreadsheets, scheduling meetings, answering telephone and responding to inquiries, filing and maintaining currency with district software, prepares yearly calendar, meeting notices, agendas, reports and meeting materials; records, prepares and distributes meeting minutes for Board and other meetings; maintains Board records and files. Maintains policy manuals.~~
- ~~Responds to Freedom of Information Act requests for information and documents; ensures compliance of Board.~~
- ~~Communicates Superintendent's directives and Board information and ensures compliance with requirements and deadlines. Determines record retention and destruction.~~

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- ~~Assists in developing the school calendar with Superintendent, area districts, teachers, administrators and parent groups. Schedules Expulsion Hearings; coordinates participants, prepares paperwork and records minutes. Investigates and reports information, issues and concerns to the Board of Education. Provides recommendations to Superintendent consistent with Board of Education policy.~~
- ~~Assists in preparing the Superintendent's budget; prepares budget presentation for the Board and other presentations for public viewing.~~
- ~~Conducts and coordinates special projects, studies and reports.~~
- ~~Interviews, recommends, supervises and evaluates students participating in the work program.~~
- ~~Assists in monitoring and coordinating the home instruction program.~~
- ~~Participates in district task forces.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's/Associate's degree in secretarial field and at least five years of experience as an administrative assistant to a school administrator.~~

~~Business Administration or a related field with seven years of progressively responsible office management/administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

~~Associate's degree or higher in the Executive Secretarial field. Certified Professional Secretary or Certified Administrative Professional from the International Association of Administrative Professionals.~~

KNOWLEDGE, SKILLS, and ABILITIES

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~ Knowledge of all facets of the school district
- ~~Requires the ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.~~ Must possess advanced administrative skills
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, budgets, directives, agendas, minutes, policy manuals, expulsion and suspension paperwork, reports, statistics, statutes, procedures and non-routine correspondence.
- Ability to maintain confidentiality
- ~~Requires the ability to communicate orally and in writing with Superintendent of Schools, Board of Education, all School personnel, students, teachers, administrators, consultants, the media and the public.~~ Knowledge of laws and policies pertaining to educational issues
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra~~ Knowledge of record retention law
- Ability to perform basic data analysis
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	

- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Reasonr~~/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	

~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/25/15
Dates revised	

Middletown, CT Job Description

Classification Title	Assistant to the Superintendent of Schools
Job Code	
Department	Board of Education
Union Group	Non-Representation
FLSA Status	
Pay Grade	