

Policies of the Board of Education

Section C: General School Administration

QUALIFICATIONS AND DUTIES OF THE
ADMINISTRATIVE ASSISTANT

300.21

GENERAL FUNCTIONS:

This position shall report directly to the District Administrator and serve as the executive secretary of the District Administrator and office manager of both district-wide administrative support services and all support services within the school building which the Administrative Assistants office is located. The Administrative Assistant shall maintain the day-to-day calendar of the district, all employee personnel records, log of purchase orders, and inventory of materials, supplies, and equipment delivered to the district. Additionally, this position shall be responsible for the production of all written communications at the district level and narrative reports required by the district.