

Administrative Assistant to Superintendent/Central Office

Chillicothe R-II School District Job Description

Position Title: Administrative Assistant to Superintendent/ Central Office

Department: Central Office

BOE Approved: 2/18/2025

Reports To: Superintendent and Assistant Superintendent

FLSA Classification: Non-Exempt

SUMMARY: Assists Superintendent, Assistant Superintendent, Board of Education Members, and District Administrators by performing secretarial duties such as typing, responding to telephone calls, and maintaining files. Acts as liaison between District and community, Superintendent, Central Office staff, parents and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned.)*

- Types correspondence, letters and memos, forms, etc. for Superintendent and staff. Prepares routine correspondence.
- Courteously greets all visitors, determines their needs, checks appointments, and directs them to the proper person.
- Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
- Answers office telephones & responds appropriately to requests for information.
- Maintains an attractive and welcoming reception area.
- May serve as the secretary of the Chillicothe R-II Board of Education as appointed.
- Assist office personnel in preparing for and working with school auditors for the annual audit.
- Maintains general office files.
- Registers new students to the District and secures student records from transferring districts.
- Researches and resolves questions and/or problems regarding residency for school personnel and residents.
- Responsible for collecting and entering School Calendar Core Date information.
- Maintains enrollment totals.

- Maintains the District online registration application for new and returning students.
- Assists Superintendent with contracted service bid documents.
- Responsible for District social media posts and maintaining the District website.
- Sorts and distributes incoming mail for district; stamps and sorts outgoing mail for district; sorts mail for Central Office staff.
- Works collaboratively with Central Office staff to Order and stock office supplies.
- Responsible for ordering of district cleaning supplies
- Works cooperatively with all secretaries of the district.

EDUCATION and/or EXPERIENCE: High School diploma or GED plus 2 years' administrative assistant experience or training.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary to be established by the Board of Education.