

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT to the DEPUTY SUPERINTENDENT

POSITION: Administrative Assistant

REPORTS TO: Deputy Superintendent

LOCATION: Office of the Superintendent

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Ability to communicate courteously and tactfully with staff, Board members, students, parents, representatives from county, state, and federal offices, legislators, and the general public in a timely manner to ensure that requests are addressed and problems are resolved in an efficient and effective manner;
- Manages the workflow of the office on a daily basis;
- Ability to plan, initiate, and complete complex administrative duties related to the operation of the Deputy Superintendent's and Superintendent's office;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, policies, regulations, and established procedures;
- Prioritizes and manages the constantly changing workflow of the Deputy Superintendent's office;
- Ensures that the office of the Deputy Superintendent of Schools and appropriate staff are aware of emergency situations that affect students, staff, and property of St. Mary's County Public Schools (SMCPS);
- Possesses analytical, problem solving, critical thinking, and decision-making skills;
- Ability to compose responses to letters, e-mails, etc., based on research and information gathered to form responses;
- Works independently utilizing the objectives and guidelines established by the school system, state and local regulations, and Deputy Superintendent;
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions;

- Compiles and maintains a variety of confidential records and information;
- Schedules appointments and maintains daily calendar for the Deputy Superintendent;
- Coordinates the activities and schedules individual and group conferences for the Deputy Superintendent; and
- Reports to work daily and on-time.

DUTIES AND RESPONSIBILITIES:

- Assists the Deputy Superintendent with coordinating and obtaining information for school system employees, students, parents, and other governmental agency staff to resolve questions and concerns;
- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the Deputy Superintendent;
- Receives and independently screens all written and telephone communications to the Deputy Superintendent, routes requests and inquiries to the appropriate destination for a timely response;
- Assists the Deputy Superintendent with organizing and delivering training provided to the various members of the Division of Instruction, which can include organizing professional development and obtaining speakers and desired training;
- Works with appropriate staff to schedule meetings and to ensure timelines are met and appropriate meetings are scheduled;
- Keeps the Deputy Superintendent advised of any concerns or emergencies reported to the office;
- Schedules appointments and maintains the calendar for the Deputy Superintendent;
- Composes letters, emails, instructions, or other such transmittals for the Deputy Superintendent. Conveys all such messages, instructions, procedures, and confidential materials while acting with tact and discretion;
- Develops deadlines to ensure that work is completed on time;
- Greets visitors and escorts, as necessary;
- Transcribes correspondence and takes minutes of meetings and conferences at the request of the Deputy Superintendent;
- Provides guidance and assistance, as necessary, to educational support professionals within the Division of Instruction, keeping them informed of procedural changes within the system and the office;
- Answers and screens phone calls, if appropriate; deals with matters at hand, refers to other staff or briefs the Deputy Superintendent for their response;
- Makes arrangements for travel, appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences;
- Handles requests for obtaining information concerning the school system;
- Maintains a filing system representative of the Deputy Superintendent's office;
- Maintains a tracking record of all communications by way of a telephone and mail log;
- Performs office activities with a minimum degree of supervision;

- Enters agenda items into Board docs for the division;
- May coordinate the work of others;
- Maintains bookkeeping system for various budget accounts; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school required.
- Minimum of four years of experience as a secretary. Experience as a school-based secretary is preferred;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.
- Ability to follow complex verbal and written directions.
- Ability to maintain sensitive and confidential records and prepare reports from such records.
- Thorough working knowledge of office technology and procedures, including office equipment and software.
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures.
- Ability to coordinate the work of others.
- Possession of outstanding human relations and interpersonal communication skills.
- Able to communicate with a high level of accuracy and efficiency, both orally and in writing;

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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