

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE DISTRICT ADMINISTRATOR AND SCHOOL BOARD

SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: District Administrator

QUALIFICATIONS:

1. Three (3) years previous administrative assistant/clerical experience is required.
2. Two year Associate Degree preferred. The school district may consider applicants whose education and experience demonstrate competencies equivalent to qualifications.
3. Must possess strong communication skills and have the ability to communicate orally and in writing and interact positively with other employees, students, and the public in successfully addressing a variety of needs.
4. Must have the ability to perform assignments unsupervised.
5. Possess the ability to respond to emergencies and inform appropriate staff regarding emergencies.

GOALS:

1. Provides administrative support to the District Administrator and School Board to further the objectives and mission of the school district.
2. Supports and assists the District Administrator in providing quality services to students, staff, principals, board members, and the community, and to further the objective and mission of the school district.

DUTIES AND RESPONSIBILITIES:

1. Performs duties of a sensitive and confidential nature.
2. Maintains records through filing, retrieval, retention, storage, compilation, updating, and destruction including confidential personnel files, student expulsion records, building projects, etc.
3. Types correspondence, programs, reports, and other materials using word processing, spreadsheet, and specialized program applications for District Administrator and School Board. Collates and distributes information as necessary.
4. Creates and maintains personnel files for all school district employees including contracts, certifications, and other required information and correspondence.
5. Collects, totals, and deposits in bank money received from athletics, clubs, food services, events, staff, etc.
6. Attends WASSA, Skyward, WASB, WASDA. Wisconsin Department of Public Instruction, CESA, and other conferences, trainings and workshops as necessary.
7. Prepares outgoing mail using postage metering machine. Maintains and orders postage and related supplies.
8. Answers telephone, screens callers, relays messages, and greets visitors. Addresses and allows building access to visitors and students.
9. Opens, sorts, screens, and prioritizes incoming mail.
10. Operates office equipment such as copier, printers, fax machine, scanners, electronic calculator.
11. Assists in the coordination of special projects and events, office activities, and committee meetings.
12. Perform Notary Public duties for staff and community as constituted by law.
13. Issues Child Labor Permits and Certificate of Age Permits to students through the Department of Workforce Development Logon Management System.
14. Prepares and posts as required by the Wisconsin Department of Public Instruction required staff trainings, annual notices to staff, students, and parents.
15. Maintains and manages online rSchoolToday Facilities Scheduler for building/classroom and vehicle use.
16. Activates and issues building access cards (using online Intelli-M Access). Issues room keys to staff members and coaches.

17. Responsible for acquiring and maintaining Volunteer Contracts and Background Check forms. Runs background checks on applications. Maintains google.doc of approved volunteers for staff view.
18. Posts updated information on the district webpage including School Board meeting information, employment information, etc.
19. Prepares updates to athletic, coaching, and employee handbooks.
20. Prepares district newsletter quarterly. Posts on district webpage, emails to staff and social media coordinator, and mails to community members who request paper copies.
21. Prepares individual administrative contracts.
22. Frontline: Maintains staff absence management program including adding and deactivating staff and substitutes, setting up permissions and configurations, and issuing login information to staff/substitute.
23. Maintains and updates Skyward database for Rural Virtual Academy students.

School Board Responsibilities:

1. Develops new or updates current School Board Policies as mandated through WASB and WI DPI for District Administrator and Board approval through first and second readings.
2. Compiles items for agenda and post according to state statutes for Annual Meetings, Special Meetings, Regularly Scheduled Meetings, Public Hearings, Expulsion Hearings, and other Board related activities. Prepares reports and other materials, and maintains necessary records as needed. Posts and links files on District’s website for Board access and public view.
3. Attends Board of Education meetings, special meetings, committee meetings, hearings, etc. Takes minutes, compiles and creates final draft of minutes including Closed Session for Board approval. Provides clerical functions and tasks for the Board. Audio records Expulsion Hearings.
5. School Board Election
 - Provides necessary election forms to candidates upon request.
 - Works with counties and townships in the district to submit and verify necessary election documents.
 - Prepares election notices according to state statutes.
 - Prepares documents for and oversees Drawing of Ballot Order and Board of Canvassers meeting.

Federal and State Reporting Responsibilities:

1. Maintains and updates staff demographic and assignment data for the WISEstaff data collection and reviews data audit for accuracy. Corrects errors and submits to state according to timeline.
2. Updates and extracts student, section, course, and teacher data files from Skyward into WISEdata. Reviews data for accuracy; edits and works through Warning and Error messages.
3. Maintains and reports WISEdata for Wisconsin Department of Public Instruction, including 3rd Friday in September, October Child Count, 2nd Friday in January Count, Year End, and CTE data.
4. Maintains and reports WISEstaff for yearly audit.
5. Reports WI DPI’s online PI 1563 for September and January Student Counts.
6. Imports/exports student information from Skyward into Wisconsin Department of Public Instruction’s WISEid weekly.
7. Maintains and reports the US Department of Education Civil Rights Data Collection (CRDC) Report on-line. The CRDC collects information about school characteristics and about programs, services and outcomes for students. Student data is separated by race/ethnicity, sex, limited English proficiency, and disability.
8. Updates and maintains student information in the Wisconsin Department of Public Instruction Open Enrollment (OPAL) website. Serves as OPAL Coordinator.
9. Completes paperwork for Tuition Waiver students for administrative approval and notifies non-resident districts.

EVALUATION: Performance will be evaluated by the District Administrator in accordance with Board policy.

Approved by the Board of Education May 8, 2023.