

SCHOOL DISTRICT OF BAYFIELD  
ADMINISTRATIVE ASSISTANT  
(POSITION DESCRIPTION)

**QUALIFICATIONS:**

Individual selected for position of Administrative Assistant to the Superintendent shall provide evidence of experience and/or educational background sufficient to meet the wide range of responsibilities of the position. Strong communication and human relations skills are critical to success in this position. Additional qualifications are:

1. High school diploma supplemented by advanced courses in secretarial/office procedures, or relevant work experience.
2. Working knowledge of computers and computer software.
3. Ability to maintain accurate and complete records.
4. Ability to follow written and oral instructions and to carry through procedures as specified.
5. Ability to draft correspondence.
6. Ability to establish and maintain effective and positive working relationships with the public.
7. Ability to maintain confidentiality of information.
8. Ability to be self-motivated, and make independent decisions when appropriate.

**REPORTS TO:** District Administrator

**DUTIES & RESPONSIBILITIES:**

1. Create and maintain official files of the district (central files, personnel files, attendance records, workers compensation files, work permit files, etc).
2. Serve as assistant to District Administrator. Prepare correspondence and reports independently for District Administrator signature.
3. Develop and maintain database relating to all staff evaluations.
4. Senior Tax Exchange and Enhancement Program Coordinator (STEP). Recruit, interview, provide orientation, supervise and monitor participants in the STEP program. Prepare timesheets for payment.
5. Serve as Board of Education Secretary. Prepare all board meeting agendas including all board committee agendas and hearing notices. Per state statutes, distribute and post all board agendas. Attend all board meetings, compile and distribute documents to board members, prepare minutes of all Board of Education meetings for publication and official files, coordinate special events, prepare

correspondence and state/federal reports independently for Board of Education signature, etc.

6. Assigned by the Board of Education to serve as the District's Election Clerk. Coordinate all aspects of Board Elections including notices, distributing materials, etc. Responsible for posting all election related notices, coordinate information pertaining to election with area municipal clerks and county clerks.
7. Prepare all vacancy announcements for distribution and posting. Serve as contact person for potential applicants with questions. Contact finalists and schedule interviews. Conduct background checks on all new hired employees and volunteers of the district.
8. Serve as receptionist for the District and District Office. Monitor entrance door security system, greet and assist parents/visitors. Serve as District telephone receptionist.
9. Process all outgoing mail. Monitor funds in meter and purchase additional funds and supplies when needed. Perform updates on postage meter when necessary.
10. Serve as Notary Public for the District.
11. Serve as Districts Work Permit Officer. Issue Child Labor Permits to students under the age of 18. Assure all required documents for issuing permit is in order. Prepare monthly reports and submit to State of Wisconsin Equal Rights Division.
12. Type all new and revised district policies for District and update district website and district policy books with revisions.
13. Prepare time sheets for payroll. verifying for accuracy, approval by supervisor, verify leave slip submission, enter all time off data into District Skyward program. Perform end of the year rollover.
14. Serve as contact person regarding all workers compensation claims. Assure all necessary forms have been completed and submitted to workers compensation. Provide assistance and information to employee regarding progress or problems with their claim. Serve as liaison between employee, health care providers and workers compensation personnel.
15. Process property insurance claims.
16. Prepare and submit state and federal reports.

17. Assist in compiling data to be included in the districts yearly Impact Aid Grant Application. Responsible for data entry and submission of Impact Aid Grant Application to the U.S. Department of Education.
18. Prepare all invitations to bid for district, along with specifications as requested (fuel, ferry, bus, windsled, milk, snow removal, student built sheds, etc.). Gather bid material and submit to Finance Committee for consideration. After Board has awarded bid, prepare correspondence to notify bidders of board's decision. Follow through to ensure all paperwork is in order.
19. Serve as contact person for use of district facilities. Ensure facility use forms are completed, entered into the facility scheduler, and ensure necessary individuals are notified of event.
20. Prepare contracts for instructional staff, administrative staff, athletics, and extra-curricular.
21. Maintain certification database of administrative, instructional and paraprofessional staff. Notify staff when license must be renewed or additional information is required.
22. Perform website tasks such as placing agendas, board meeting minutes, board policies, administrative reports, vacancy notices, etc. on district website.
23. Assist staff in locating material.
24. Other duties as assigned by District Administrator.

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

APPROVED: June 29, 1999

REVISED: June 14, 2010