

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Administrative Assistant to the Superintendent/PIO

QUALIFICATIONS: Minimum High School Diploma or Equivalent

JOB GOAL: To provide complex and confidential secretarial and assistive services to the Superintendent, and to members of the Board of Education.

REPORTS TO: Superintendent

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Prepares or assists the superintendent in preparing confidential correspondence, letters, reports, agendas, minutes, Board policy, and official documents.
2. Assists the superintendent in maintaining the official book of Board Minutes and Board Policy.
3. Sorts incoming mail for the superintendent.
4. Screens telephone calls and visitors for the Superintendent.
5. Organizes and distributes Board packets to Board Members prior to Board meetings.
6. Disseminates job postings and responds to telephone inquiries concerning employment openings, etc.
7. Disseminate Board updates to employees, Board Members, and other designated individuals.
8. Assists the superintendent in maintaining his/her calendar and schedules meetings/events, including travel arrangements, etc.
9. Maintains organizational and tracking systems for various files and procedures.
10. Maintains archive file of newspaper articles and publications pertaining to the school system.

11. Assist in coordinating system-wide activities by preparing guest lists, inviting guests, and making appropriate arrangements for the occasion.
12. Maintains Boardroom for meetings and coordinates calendar for Board Room availability.
13. Obtains and maintains notary status.
14. Attends workshops and participates in professional development activities.
15. Demonstrates a high degree of professionalism and ethics.
16. Works cooperatively with the Board, the Superintendent, other system personnel, parents, and students.
20. Attends all meetings as required by the Superintendent.
21. Performs other duties as assigned by the superintendent or designee(s).

Board Approved: 12-6-06