

# Empowering Learners for Today and Tomorrow

**R.S.U. No. 67  
Chester, Lincoln, Mattawamkeag  
Job Description**

**Title:** Administrative Assistant to the Superintendent of Schools and Central Office Manager

**Qualifications:**

- Minimum of an associate degree in a related field or equivalent experience, preferably in a public education environment; coursework in business administration or a related field is desirable;
- Must be a self-starter with strong organizational skills; ability to multi-task in a positive, solution-focused manner;
- Demonstrated ability to effectively coordinate a variety of difficult, technical, administrative functions at a level requiring extensive, independent decision-making within established rules, policies, and procedures;
- Extensive computer and website management skills;
- Must be team-oriented with excellent interpersonal and communication skills;
- Must maintain a high level of ethical behavior and confidentiality of information, as required by law; and
- Hold a valid State of Maine Criminal History Records Check Approval

**Reports to:** Superintendent of Schools

**Job Goal:** Assist the Superintendent of Schools and the Board of Directors with the administration of district-wide services in support of district goals and objectives. The person in this position shall be responsible for a full range of administrative, customer service, and project management support.

**Responsibilities:**

- Support the Superintendent of Schools and the R.S.U. No. 67 Board of Directors
- Maintain the Superintendent of Schools calendar
- Support the Curriculum Coordinator.
- Manage office details by relieving the superintendent of routine requests and matters
- Maximize utilization and effective management of the superintendent's time in a confidential and professional manner
- Keep the superintendent apprised of issues, developments, or problems within the school district
- Act as the district Notary Public
- Manage special projects, as assigned by the superintendent, curriculum director, and school board
- Manage internal and external communications from and through the central office
- Maintain thorough knowledge of district policies, procedures, and state statutes regarding public education
- Work during evening hours to attend and take minutes of regular and special board and sub-committee meetings, and other meetings and conferences, as assigned
- Prepare and distribute the school board agenda and sub-committee meeting packets
- Maintain a database of board minutes and agendas
- Maintain, update, and research district policies
- Assist the superintendent in administrative obligations to the board by preparing or assisting in the preparation of documents that constitute the formal work of the board
- Assist the superintendent in preparation for board meetings
- Maintain lists of various committees and their members for communication and record purposes
- Create, Maintain, and update the district website and new Mobile App.
- Establish priorities and meet deadlines
- Maintain permanent, historical records of the Board of Directors

- Schedule and coordinate the superintendent's calendar and appointments
- Schedule and coordinate board and sub-committee meetings
- Schedule and coordinate travel and conference arrangements for the superintendent and board members
- Schedule and coordinate bi-monthly secretary meetings
- Maintain the district's Emergency Response Plan
- Assist in district emergencies, acting as contact liaison for the district, when needed
- Assist the facilities director, as needed
- Maintain the district calling system (Alert Solutions)
- Assign and keep an updated spreadsheet of all Faculty Building codes
- Open and sort all central office mail
- Enter and maintain staff information in MEDMS/NEO/Synergy
- Prepare and enter all state-required data and ensure reports are submitted by the deadline date
- Complete the State of Maine HQT report
- Post employment opportunities: collect resumes or applications for posted/advertised openings; create and send letters in response to applications; schedule interviews
- Compose and process letters, emails, reports, newsletters, and other documents, independently, for the superintendent and curriculum director
- Assist in the preparation of the budget
- Create the District school year calendar
- Keep accurate lists of conferences attended by faculty
- Responsible for all learner registrations, request cumulative files, health, and immunization records
- Responsible for all Penquis registrations and processing them accordingly
- Responsible for tracking truancy, scheduling meetings, and reporting to the MDOE. Responsible for processing truancy according to the Maine State Statutes and keeping the district Secretaries abreast of any new laws.
- Responsible for Homeschool, Charter School, and Private School spreadsheet and registration process through the Maine Department of Education.
- Ensure learner residency requirements are met, seeking assistance from other school districts and law enforcement, if necessary
- Schedule physicals and random drug tests for bus drivers, and maintain files
- Prepare and maintain the online training database for all faculty, substitutes, and coaches (Target Solutions)
- Process all Substitute Teachers, Substitute Ed. Techs., Substitute Custodian, and Substitute SNP workers, which includes but is not limited to; processing and keeping substitutes up to date with their CHRC certifications, yearly trainings, and assigning them to the buildings of choice. Maintain and update a spreadsheet to share with each building Administrator once we obtain a new substitute.
- Perform research and compile data for other projects, as assigned
- Establish and maintain an effective filing system
- Assist with student work permits
- Serve as central office contact for administrators and staff to facilitate inclusion of items for agendas, meeting planning, answers questions, etc.
- Assist administrators, when needed, and answer questions by administrators and staff
- Greet and assist the public
- Perform all other duties as assigned by the Superintendent of Schools

**Work Schedule:** Year-round

**Evaluation:** Evaluation will be completed on an annual basis by the Superintendent of Schools.

Adopted: July 2013; Revised: July 2017