

September 9, 2019

GRAND COUNTY SCHOOL DISTRICT

264 South 400 East Moab UT 84532

JOB ANNOUNCEMENT



Grand County School District is accepting applications for a Superintendent's Administrative Assistant

Job Qualifications: **JOB SUMMARY:** Under the direction of the superintendent and school board performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public, works cooperatively with staff, parents, and members of the community, and performs other related duties as assigned.

ESSENTIAL FUNCTIONS*

1. Meet and interact with public and employees in routine situations which require tact, discretion and courtesy.
2. Give information and interpretations of policies or procedures related to departmental or school activities.
3. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems.
4. Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.
5. Prepare/compose/design letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, vacancy notices, brochures, board packets, policy book information and other materials from marginal notes, rough drafts, verbal instructions, etc.
6. Compile information from various sources on a variety of standardized forms for reporting purposes.
7. Assist in the orientation and training of the employees or volunteers.
8. Prepare accurate minutes of Board meetings and other meetings.
9. Ability to handle confidential information with complete security.
10. Compile monthly enrollment reports from each school site.
11. Book events for the board room.
12. Track licenses for all teachers & administrators through USOE CACTUS program.
14. Track step/lane for licensed and classified staff.
15. Coordinate with Business Administrator/Payroll Clerk in issuing yearly contracts.
16. Enter current information regarding licensed personnel in CACTUS.
17. Maintain personnel records for employees, student file information, and prepare copies as appropriate.
18. Make travel arrangements, provide meals, etc. as necessary.
20. Conform to District policy regarding attendance and absences. Employee attendance must be adequate to perform the above listed essential job functions.
21. Attend monthly board meetings to keep minutes and assist the Board. These meetings are held at least twice a month and one is in the evening. Prepare/Order dinner for the Board on meeting night.

MARGINAL FUNCTIONS:

1. Other duties as assigned.

PHYSICAL REQUIREMENTS: Not limited to the following:

1. Physical ability to perform the above listed essential functions with or without reasonable accommodation.
2. Physical, mental, and emotional requirements will be developed when needed for purposes of reasonable accommodation.

Required Knowledge, Skills & Abilities Necessary to Performance of Essential Functions

1. Any combination of training, education and experience equivalent to graduation from high school.
2. Two years' clerical/secretarial experience, including word processing experience with google docs.
3. Ability to communicate effectively.

Desirable Knowledge & Abilities

1. Previous experience in a public school setting or institution of higher education.
2. Experience working with public.
3. Ability to perform minimal bookkeeping procedures.
4. Knowledge of modern office practices and procedures.
5. Ability to maintain clerical records and prepare simple reports.
6. Ability to learn and interpret rules, regulations, laws and instructions.
7. Knowledge of and ability to use English correctly and appropriately.
8. Ability to perform required clerical work accurately and within established timelines.
9. Ability to operate a variety of office machines.
10. Ability to utilize word processing, data base and spread sheet programs on the computer.
11. Hold and maintain a current Utah Driver's License.

Specifically, for This Position:

1. Ability to meet and interact with public and employees with tact, courtesy and discretion.
2. Ability to compile information from various sources on a variety of forms.
3. Ability to exercise independent judgement in the interrelation and application of standard practices and procedures.
4. Ability to perform required clerical work accuracy and within established timelines.
5. Ability to operate a variety of office machines.
6. Ability to utilize word processing, data base and spread sheet programs on the computer.
7. Hold and maintain a current Utah Driver's License.

Salary: According to GCSD Salary Schedules

To Apply: Submit application to:

Grand County School District
264 South 400 East
Moab UT 84532

Applications available on line: www.grandschools.org or at the District Office

Deadline: open until filled

Applicants must pass a background check

Grand County School District does not discriminate in the provision of services due to gender, race, color or national origin, and works in compliance with the Americans with Disabilities Act.

If interested contact Tiffany Gill at [435-259-5317](tel:435-259-5317)/gillt@grandschools.org for more information