



Merrimack School District
Administrative Assistant to the Superintendent
Role Description



TITLE: Administrative Assistant to the Superintendent/Chief Education Officer

REPORTS TO:

- Superintendent/Chief Education Officer

JOB GOAL: The Administrative Assistant to the Superintendent is responsible for the administrative support for the Superintendent and the School Administrative Unit.

QUALIFICATIONS:

- High School Diploma or equivalent
- Associates Degree preferred
- Maintain a high level of confidentiality
- Experience with Microsoft suite products

RESPONSIBILITIES INCLUDE:

- Assist the Superintendent with Administrative Tasks
- Prepare for School Board meetings, including posting and distributing board packets
- Compile monthly student enrollment reports
- Receive, process, and display distribution requests for community events
- Verify AV-1 Tuition Reports from Nashua and Hudson School Districts
- Facilitate home school correspondence and maintain list of students
- Maintain administrator professional development activities and balances
- Prepare for Deliberative Session, voting day and annual report preparations
- Prepare legal notices (filing period, gifts/grants, hearings, K-1 grade registrations)
- Gifts and Grants: receive, file, agenda, minutes, track vote results
- Maintain the policy manual
- Process Committee Work at end of year
- Maintain the Central Office Files (meeting minutes, general assurances, etc)
- Serve as a backup to HR assistant for Fingerprinting if needed
- Prepare for Healthcare Cost Containment Meetings and record minutes

- Answer and route incoming calls – Perform Receptionist duties
- Order office supplies for SAU
- Assist with a few DOE Reports (A12, district calendar, school board roster)

TERMS OF EMPLOYMENT: Year-Round, full time, non-union position

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

Controls and Equipment:

Use of typical office equipment.

During a typical day, employee may be required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Walk 1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instruction/direction from others.

Sight: Necessary for doing job effectively

Taste/Smell: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.

Exposure to outdoor exposures

DRAFT