



Merrimack School District
Administrative Assistant to the Assistant Superintendent
Role Description



TITLE: Administrative Assistant to the Assistant Superintendent

REPORTS TO:

- Assistant Superintendent

JOB GOAL: The Administrative Assistant to the Assistant Superintendent is responsible for the administrative support for the Assistant 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 Assistant Superintendent with Administrative Tasks
- Maintain My Learning Plan for Professional Development
- Arrange, prepare, and take minutes for monthly Professional Development Meetings
- Arrange, prepare, and take minutes for monthly recertification meetings
- Arrange, prepare, and record minutes for monthly Curriculum and Assessment (CIA) meetings
- Maintain list of teachers up for recertification
- In coordination with Assistant Superintendent, coordinate Alt Plans and follow up on completion
- Create PARs (Personnel Action Requests) for summer work, evening academy, and curriculum work
- In coordination with the Assistant Superintendent, prepare and plan for the annual Torchbearer program
- Prepare for annual August Academy and Professional Development days
- Coordinate on-line grants for Title 2A, Title III, and District accounts

- Create professional staff observation document for administrators
- Create Purchase Orders for all accounts as required
- Open and distribute incoming mail
- Answer and route incoming calls
- Greet visitors who come into Central Office
- File paperwork relative to professional development and certifications, as needed

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

<u>KEY</u>
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

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