

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**

**Title: Administrative Assistant to the Superintendent of Schools**

**Employment Term:** 12 Months, 40 hour work week, plus attendance at Board of Education meetings

**Job Purpose Statement:** Produces and disseminates clerical output for the Superintendent of Schools. Processes incoming and outgoing information from the Superintendent's office. Frees the Superintendent from routine paper processing requirements and minor detail requests and inquiries. High degree of contact with the Board of Education Chairperson. Continual contact with the public and the Board of Education members.

**Supervision Received:** Receives general direction from the Superintendent, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. Provides administrative support to the Board of Education.

**Supervision Exercised:** Assigns work to, supervises and evaluates the Secretary, Superintendent's Office; transmits instructions of Superintendent to staff members, and follows up to assure compliance with instructions and related time limits.

**Essential Job Functions:** Must be capable of prioritizing, meeting deadlines and working in a fast-paced, high pressure environment while maintaining a high degree of confidentiality.

Ability to deal with the public in a courteous and professional manner.

Performs research and provides background information for the use of the Superintendent. Schedules daily, weekly, monthly and annual events and cyclical activities. Transcribes from written, verbal and video/audio recorded sources.

Prepares Board of Education meeting agendas, reviews them with the Superintendent and the Board of Education Chairperson and collects enclosures. Posts the agenda and enclosures on the district website, distributing and emailing to the Board of Education, Central Office and the public. Coordinates all subcommittee, focus group, and task force meeting agendas and minutes. Posts agendas, meeting minutes and other relevant information on the district website. Assists Central Office Administrators when preparing information to go to the Board of Education, Town Officials or the public, reviewing for accuracy, formatting and completeness.

Prepares Friday Packets for distribution to the Board of Education, administrators and the public.

Coordinates with the Deputy Superintendent on Expulsion Hearings, works with the Director of Elementary Education in preparing Opt In/Opt Out and preschool placement applications and letters and

coordinates all out of district requests.

Collects data and prepares yearly State ED539 Report (Reducing Racial, Ethnic and Economic Isolation Data Collection.)

Maintains Board of Education and Superintendent's expense accounts.

Coordinates annual Superintendent's Awards Recognition, CABE Student Leadership Awards Recognition and Rotary Club of Fairfield Annual Student Recognition Luncheon.

Maintains master database with various sort options. Refers incoming written and verbal inquiries to appropriate offices for response. Coordinates FOI requests. Responds to Board of Education Members, administrators, employees, employee groups, the general public, state and local agencies, and walk-in information seekers.

High degree of interaction with Board of Education Members. Attends all Board of Education meetings to record minutes and log various requests and reminders. Transcribes Board of Education Meeting Minutes and reviews them with the Board Secretary. Assists and performs other related tasks as required.

**Knowledge, Skills and Abilities:** A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of educational laws, regulations, policies and procedures. A working knowledge of the internal organization responsibilities and program of the Board of Education. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speedwriting, rough notes or transcription equipment. Required to have strong organizational, verbal, grammar, written communication skills. Proficient in Microsoft Office. Ability to carry out duties with a high degree of independence. Ability to be discrete and confidential, at all times. Ability to apply principles of office management to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to maintain effective working relationships with department heads, Board of Education members, employees, the public, high profile individuals (including community leaders) and to deal with public relations problems courteously and tactfully.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with an Associates Degree in Business Administration or Secretarial Science or a related course of study, and five years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Should have the ability to promptly acquire knowledge of policies, regulations, and statutes governing the school district. Must have the ability to maintain a flexible evening schedule to attend all Board of Education Meetings as scheduled or Special Meetings scheduled with little notice. Must be flexible and able to stay beyond the end of the work day to complete a project, provide assistance to someone, meet a specific deadline, or when an unexpected situation arises.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Irregular long and short-term exposure to computer screen. Stress in carrying out administrative related duties and meeting deadlines while working in a fast-paced, high pressure environment.

4/4/97

Revised June 2012