

Franklin County Community School Corporation

Job Title	Executive Administrative Assistant			
Position Type	<input checked="" type="checkbox"/> full time <input type="checkbox"/> certified <input type="checkbox"/> part time <input checked="" type="checkbox"/> classified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> as needed	

Job Purpose: The purpose of the Executive Administrative Assistant is to provide support for the Superintendent, Assistant Superintendent and other members of the Central Office Staff.

Duties:

1. Shall serve as the receptionist for the Administration Building. Monitor access to the building, greet visitors, answer phones, transfer calls, take messages, and distribute mail.
2. Make travel arrangements, reservations, registrations, etc. for Superintendent, Assistant Superintendent, and Members of the Board of School Trustees.
3. Prepare, distribute, and post Board Agendas and Minutes, meeting local guidelines and timelines set forth by Indiana Code.
4. Maintain “official” Board Minute book.
5. Prepare and distribute other meeting agendas and materials to other groups as directed by the Superintendent or Assistant Superintendent (Leadership Team, Discussion Team, Superintendent’s Student Advisory Council, special committees, etc.)
6. Process all student “due process” forms and maintain file.
7. Process all student transfer forms and maintain file.
8. Process all student “certified” excessive absence letters.
9. Maintain corporation employee directory.
10. Maintain and update the following documents: Board Policy, Administrative Guidelines, Support Personnel Handbook, and Student Handbooks.
11. Maintain “risk management” documents.
12. Create and distribute “good news” stories, announcements, and information on a variety of social media platforms on a weekly basis.
13. Create and distribute press releases as requested by the Superintendent or Assistant Superintendent.
14. Distribute announcements via School Messenger as directed by the Superintendent or Assistant Superintendent.
15. Prepare and implement bi-weekly payroll for Certified and Classified employees in the absence of the Payroll/Benefits Coordinator.
16. Familiarity with the corporation’s “Business System” to assist in the absence of members of the business department.
17. Assist Assistant Superintendent in the operation and oversight of the AESOP substitute system.
18. Monitor two-way radio and provide assistance as needed at dismissal, until afternoon routes are completed.
19. Provide bus information to parents/guardians and school personnel as needed.
20. Other duties as assigned by the Superintendent or Assistant Superintendent.

Skills/Qualifications:

1. Minimum of high school diploma.
2. High degree of dependability and reliability.
3. Ability to ensure security of sensitive and/or confidential data.
4. Conscientious of time sensitive deadlines.
5. Proficient in Microsoft Office and Google applications.
6. Proficient in the professional use of social media.
7. Proficient command of the English language, both written and verbal.
8. Proficient in math and basic accounting. Experience with payroll is a plus.
9. Ability to communicate with the public in a courteous and helpful manner.
10. Experience or training in marketing is preferred.
11. General knowledge and familiarity with the Franklin County Community School Corporation.

Evaluated by	Superintendent
	The employee shall be evaluated annually.