

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Superintendent Administrative Assistant	Administration	Superintendent
<b>JOB SUMMARY:</b> Provide support to the Superintendent and School Board; maintain a high degree of confidentiality and independence; lead and participate in projects impacting the Superintendent, School Board, and District.		
<b>QUALIFICATIONS:</b> Associates/Technical degree or equivalent combination of education and experience. Bachelor's degree preferred. Ability to interpret district policies and procedures to parents and employees; advanced skill in oral and written communication; advanced technology skills especially with Microsoft Office products and Google technology; ability to work independently; ability to communicate using courtesy, sensitivity and confidentiality, in accordance with state and federal laws; ability to detect sensitive situations and respond appropriately; ability to compose correspondence and reports from brief instructions; skilled in collecting and assembling data, preparing reports, monitoring progress, and analyzing data; skilled in adapting style to divergent situations; task-oriented, organized with the ability to manage multiple tasks while being flexible with a high degree of initiative; ability to establish and maintain effective working relationships with colleagues, the School Board, parents, elected officials, students, staff, superintendent, and the general public.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

- 1 Provide administrative support for the Superintendent of a confidential nature, including:
  - Creates and edits presentations, documents, and correspondence with minimal direction.
  - Researches, compiles, and analyzes data for a variety of projects at the request of the Superintendent.
  - Develops and improves district-wide systems.
  - Maintains district office pages on the website.
  - Manages projects as directed by the Superintendent.
  - Compiles statistics and gathers other data as directed by the Superintendent.
  - Screens outside correspondence and communications and resolves complex inquiries with minimal direction.
  - Communicates new procedures, decisions, and other information to various departments.
  - Performs general tasks such as maintaining files, distributing messages, copying, processing incoming/outgoing mail, processing word documents, and providing customer service to internal and external sources.
  - Leads planning for district-wide meetings and events.
  - Demonstrates excellent customer service and ensures the district office operates in an effective, efficient and professional manner.

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- 2 Compiles required information and processes reports to various federal and state agencies.
  - Ensures reports are accurately produced and submitted on schedule.
  - Verifies and analyzes student data.
  - Communicates with internal and external parties to resolve any discrepancies.
  - Attends meetings in order to maintain awareness of reporting and analysis procedures.
- 3 Provide administrative support for the School Board of a confidential nature, including:
  - Attends all School Board meetings and takes minutes.
  - Prepares, organizes, and distributes materials and reports for School Board members.
  - Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
  - Prepares policies for review by Policy Review Committee and School Board.
  - Leads and supports all cyclical processes for School Board.
  - Coordinates with administrators and other staff to assure all supporting documents are assembled and provided for School Board and other meetings.
  - Plans for School Board meetings, events, and trainings.
- 4 Attend meetings, workshops and training sessions as directed by Superintendent.
- 5 Perform other related duties as assigned.

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

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DATE