

Administrative Assistant to the Superintendent & School Committee

Athol-Royalston Regional School District, Athol Massachusetts

Job Description

Performs administrative duties for the Superintendent of Schools and School Committee. Responsibilities may include screening calls; managing calendars; submitting state data; Medicaid reimbursement; and customer relations. Requires strong computer skills, flexibility, excellent interpersonal skills, and the ability to work well with all staff and parents. Sensitivity to confidential matters is required.

Job Details

SCHOOL COMMITTEE DUTIES

- Post school committee and subcommittee meetings in accordance with OML.
- Prepare agendas and packets for school committee meetings and subcommittee meetings.
- Attend school committee meetings and take notes.
- Produce minutes from school committee meetings and post.
- Maintain official record of all school committee meeting documents including agendas, packets, meeting minutes, and additional handouts.
- Provide information, as needed, for the yearly district audit.
- Maintain District Job Descriptions Manual.
- Collect and organize data as required and requested for the school committee and coordinate the information into a usable format for the school committee meetings.
- Notary.

POLICY SUB-COMMITTEE

- Attend all Policy sub-committee meetings.
- Prepare new/updated policies for the committee meeting.
- Produce minutes from Policy sub-committee meetings.
- Maintain the district's Policy manual.
- Submit policies approved by subcommittee for revisions.
- Attend any other sub-committee meetings as assigned by the Superintendent.

CENTRAL OFFICE DUTIES

- Provide general secretarial support for the Superintendent such as correspondence, reports, notices, recommendations, etc.
- Acts as confidential secretary to the Superintendent.
- Gathers and prepares confidential material connected with collective bargaining and other legal matters for the Superintendent.
- Assist with the development of presentation materials.
- Maintain a regular filing system as well as confidential files.
- Assign and maintain all permissions for the district staffs access to DESE.
- Maintain a database of all School Choice incoming students as well as notify other districts of School Choice students attending the district.
- Attend policy subcommittee meeting.
- Transcribe minutes for policy subcommittee meetings.
- Maintain emergency information for school closings with television, radio.
- Obtains, gathers, and organizes pertinent data as needed, and puts it into a usable form.
- Places, receives, and processes telephone calls, incoming mail, or other information.
- Maintains confidentiality in all matters related to personnel and other matters of a confidential nature.
- Works with other administrative executive secretaries.

- Provide confidential secretarial support.
- Maintain confidentiality of sensitive student documents and records.
- Maintain the specific and general files for the Superintendent's office and the School Committee.
- Answer telephone.
- Process CORI Request Form.
- Maintain all fingerprint results.
- Contact person for suitability determinations.
- Perform other tasks and assume other responsibilities as the Superintendent may assign or delegate.
- Complete School Attending Child report (SAC) in January.
- Maintain emergency information for school closings with TV, radio, school and district.
- Maintains MA Department of Elementary and Secondary Education Directory Administrator (oversees DESE Security Portal functions).
- Create classified ads for recruiting and forward to SchoolSpring and local newspapers for advertising.
- Assist superintendent in creating and distribute job postings.
- Maintain seniority list and send to union president as per contract.
- Assistant Treasurer as needed.
- Any other duties as assigned by the Superintendent.

STUDENT MANAGEMENT SYSTEM/DESE REPORTING

- Prepare, correct and submit Employee Personnel Information Management System (EPIMS) for staff for state reporting purposes (reports are due 3 times per year).
- Prepare, correct and submit State electronic reporting for Student Information Management System (SIMS) in coordination with the school secretaries (reports are due 3 times per year).
- Prepare, correct and submit State electronic reporting for the Student Course Schedules (SCS) in coordination with the Guidance Counselor (reports are due 2 times per year).

MEDICAID

- Prepare student rosters for quarterly Medicaid Report.
- Obtain Parental Authorizations from parents of students with Mass Health.
- Determine each quarter if new students have qualified to receive billable services.
- Determine each quarter if students receiving services have been terminated or had service changes.