

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
LAST REVISION DATE 10/2002
BAND & GRADE B-3-2-8

POSITION TITLE Administrative Assistant

IMMEDIATE SUPERVISOR Superintendent of Schools & Assistant Superintendent

Job Summary (Basic Purpose of Position)

Provide assistance to the Board of Education, Superintendent and Assistant Superintendent. Manage the operation of the office to promote the best interests of the school district.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PROVIDE ASSISTANCE TO THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT				Knowledge of:	
1.01 Compose and edit correspondence, school board letters, agendas and minutes.	B2/A1	D		1. District policies and procedures.	1.01 Information was processed to the satisfaction of the supervisor.
1.02 Screen and evaluate correspondence electronic, mail and voice for the superintendent and assistant superintendent.	B2/A1	D		2. Applicable State and Federal policies and procedures.	1.02 Mail was evaluated and distributed to appropriate staff member or School Board member.
1.03 Evaluate and distribute State Department of Children, Families & Learning correspondence.	B2	D		3. Location of historical information and past practice.	1.03 State Department correspondence was distributed to appropriate staff member or School Board member.
1.04 Communicate with patrons, staff, screen visitors and telephone calls.	B2	D		4. Correct grammar.	1.04 Appropriate communication skills were used.
1.05 Determine when incoming messages involve crisis situations and relay correct messages to superintendent and assistant superintendent.	B2/A1	D		5. Composition of letters and reports.	1.05 Concerns were communicated to administrator in a timely manner.
1.06 Schedule appointments and meetings and maintain calendars.	B2	D		6. Computer technology.	1.06 Appointments were scheduled and calendar was maintained to the satisfaction of the administrators.
1.07 Order and maintain office supplies.	A1	D		7. Minnesota statutes and Minnesota rules regarding elections.	1.07 Supplies were available.
1.08 Assist in organizing work load.	B2	D		Skills:	1.08 Work was efficiently completed.
1.09 Maintain appropriate files and historical records.	A1			1. Typing	1.09 Historical records are readily available.
1.10 Compose and publish legal ads.	B2	A		2. Filing	1.10 Legal ads were published in the local newspaper annually as required by law.
				3. Operate office equipment.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.11 Compose and distribute Consequences for Misbehavior document.	B2/A1	A		Ability to: 1. Communicate effectively. 2. Plan and organize. 3. Maintain records. 4. Maintain confidentiality. 5. Speak and write effectively.	1.11 Code was revised, printed and distributed to students, parents, staff and community in a timely manner.
1.12 Compile and compute consequences for misbehavior infractions and maintain annual date.	B2/A1	M			1.12 All data was maintained and reported accurately.
1.13 Compose and distribute annual school calendar.	B2/A1	A			1.13 Yearly calendar was created, approved by the School Board, published and made available within established time lines.
1.14 Compose, compile and distribute <u>District No. 31 News</u> newsletter twice per year.	B2	BI-A			1.14 <u>District No. 31 News</u> newsletter was composed, printed and mailed to all postal patrons in August and May of each year.
2.00 PROVIDE ASSISTANCE TO THE SCHOOL BOARD					
2.01 Attend and take minutes at all School Board meetings.	A1	BI-M			2.01 All School Board meetings were attended as required.
2.02 Communicate with School Board members via telephone and in person.	B2	D			2.02 Communications are accomplished in a professional and timely manner.
2.03 Compose, organize, and distribute School Board meeting agendas.	B2	BI-M			2.03 School Board meeting agendas are prepared with accuracy and delivered within established time lines.
2.04 Compose, organize and distribute minutes of regular and special School Board meetings.	A1	BI-M			2.04 School Board meeting minutes are prepared with accuracy and distributed within a timely fashion.
2.05 Compose School Board meeting minutes for news media.	A1	BI-M			2.05 Monthly School Board meeting minutes were prepared and delivered to news media in a timely manner.
2.06 compose and distribute district "Board Report".	B2	M			2.06 District "Board Report" was prepared with accuracy and delivered to patrons after each monthly School Board meeting.
2.07 Oversee School Board Policies and Procedures.	B2	D			2.07 All School Board Policies and Procedures are prepared for School Board approval in an appropriate manner and after approval, disseminated to all School Board Policy book holders in a timely manner.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>3.00 MANAGE NONRESIDENT STUDENT TUITION PROCESS</p>					
<p>3.01 Generate a tuition agreement for each non-resident student attending Bemidji Area Schools.</p>	B2	D			3.01 Resident districts received a tuition agreement for their student(s) within timelines established by law.
<p>3.02 Calculate monthly membership for each nonresident tuition student.</p>	B2	M			3.02 Membership days were calculated at the end of each month for billing.
<p>3.03 Generate end-of-year billing information and complete MARSS end-of-year report for all nonresident students.</p>	B2	A			3.03 Accurate membership information is provided for establishing MARSS end-of-year reports as required.
<p>4.00 MANAGE AND ADMINISTER THE SCHOOL BOARD ELECTION PROCESS.</p>					
<p>4.01 Maintain School Board election official certification.</p>	B2	BI-A			4.01 Required training hours were completed for School Board election official certification.
<p>4.02 Train and hire election judges.</p>	B2	A			4.02 Accurate number of election judges were trained and hired as prescribed by law.
<p>4.03 Administer absentee voting process (including special outreach to voters residing in healthcare facilities).</p>	B2	A			4.03 Absentee voting process was conducted as prescribed by law.
<p>4.04 Equip and operate polling places.</p>	B2	A			4.04 Polling places operated with efficiency.
<p>4.05 Compose all resolutions pertaining to School Board Elections as required by Minnesota law.</p>	B2	A			4.05 All resolutions were completed accurately and within established time lines.
<p>4.06 Post and publish Notice of Filing, Notice of Election and Sample Ballots as required by Minnesota law.</p>	A1	A			4.06 All notices and sample ballots were posted and published within established time lines.
<p>4.07 Generate election results and compose Abstract and Return of Votes Cast to School Board for canvassing.</p>	B2	A			4.07 Election results were calculated accurately and canvassed by the School Board within established time lines.
<p>4.08 Report election results to School Board, media, administration and public.</p>	B2	A			4.08 Election results were reported in an accurate and timely manner.
<p>4.09 Compose Certificates of Election, Acceptance and Oath of Office documents for newly elected School Board members.</p>		A			4.09 Certificates of Election, Acceptance of Office and Oath of Office were administered and signed within established time lines.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

5.00 PROCESS REQUIRED REPORTS					
5.01 Compile and compute annual special education Federal Child Count and report results to Department of Children, Families and Learning and U.S. Department of Education.	B2	A			5.01 Federal Child Count data was compiled, computed and reported to the Department of Children, Families and Learning and U.S. Department of Education by December 1 of each year.
5.02 Compile and compute P.L. 81-874 Impact Aid data for annual report.	B2	A			5.02 Impact Aid data was compiled, computed and returned accurately and within established deadlines.
5.03 Compile enrollment data and prepare monthly reports for School Board and administration.	B2	M			5.03 Accurate student enrollment was reported each month.
5.04 Compile, compute and enter data for Department of Children, Families and Learning EDRS (Electronic Data Reporting System) year-end reports.	B2	A & M			5.04 End-of-year data was compiled, computed and reported to the Department of Children, Families and Learning with accuracy and within established time lines.
5.05 Compile and compute year-end Low Incidence reimbursement from the Northwest Service Coop.	B2	A			5.05 The Northwest Service Coop was billed yearly for Low Incidence expenditures.
5.06 Complete other reports and surveys as directed.					5.06 Surveys and reports were completed as directed.
6.00 MANAGE STUDENT EXPULSION PROCESS					
6.01 Schedule hearing date with hearing officer, parents and administration.	A1	M			6.01 A hearing for expulsion consideration was scheduled within established time lines.
6.02 Schedule School Board meeting to hear hearing officer recommendations.	A1	M			6.02 A School Board meeting was scheduled within established time lines.
6.03 Compose School Board hearing conclusion and notify parents of that conclusion.	A1	M			6.03 Parents were notified in a timely manner of the expulsion hearing conclusion.
7.00 SUPERVISION OF STAFF					
7.01 Supervise, train and evaluate curriculum secretary.	B2				7.01 Personnel was trained, supervised and evaluated according to district procedures.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>8.00 OTHER DUTIES AS ASSIGNED</p> <p>8.01 Schedule and coordinate Crisis Prevention Institute training for all staff required to be trained.</p> <p>8.02 Monitor and maintain database of Crisis Prevention Institute training certificates for all staff.</p> <p>8.03 Review and evaluate data requests.</p> <p>8.04 Coordinate multi-agency (15 member) intergovernmental group meetings.</p>	<p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p>	<p>M</p> <p>M</p>			<p>8.01 Sufficient training was provided to staff as needed.</p> <p>8.02 An accurate, up-to-date list of trained staff is always available.</p> <p>8.03 Requests were responded to within reasonable time lines.</p> <p>8.04 Intergovernmental meetings were scheduled within established time lines.</p>
---	---	-------------------	--	--	---