

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 10/26/16



- Recognition:** Students Staff Parents
- Information:** Building Report Old Business Superintendent's Report
- Action:** Resignation Hiring Contract Service Agreements
- Travel Out-of-State Travel In State Approvals
- Termination Legal Matters Other:
- This action request pertains to Elementary (only) High School/District Wide

Date: 10/18/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: Current Administrative Assistant Position Reclassification

Description: Jason Andreas, Executive Director, requesting the current classified administrative assistant position and job description to be modified and reclassified as a professional technical position due to management functions related to State and Federal reporting timelines.

	<u>Salary Range</u>
Classified	\$36,940 - \$47,153 (\$17.76 – \$22.67 hr)
Professional Technical	\$37,000 - \$45,000

Financial Impact: \$0

Funding Source (Budget/grant, etc.): 126.90.160.2321.115 (75%); 226.90.160.2321.115 (25%)

Attachment(s): Professional Technical Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: October 27, 2016

**ADMINISTRATIVE ASSISTANT FOR FEDERAL PROGRAMS, CURRICULUM, AND
INFORMATION MANAGEMENT**

Professional Technical (260 Day)

Summary of Functions

Under general supervision, serves as an administrative assistant with primary responsibility to the superintendent of schools and/or designee to provide clerical support in the areas of federal programs, curriculum and student data information systems.

Essential Duties and Responsibilities

- 1) Assistance – Assists with maintaining accurate records recording federal programs, professional development, assessment data, attendance data, and communications. Also assists in preparation of curriculum guides and courses of study for all areas.
- 2) Reports – Prepares reports and maintain records as directed by the superintendent or designee in the areas of federal programs, OPI AIMS Web, curriculum, and public relations including: student achievement, attendance, professional development.
- 3) Records – Maintains records of all inventories for Curriculum/Title I Department as directed by the supervisor.
- 4) Data – Assists in data entry for the Federal Programs including: applications, budgeting, and evaluations.
- 5) Management – Manages and schedules all field trips.
- 6) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
- 7) Communications – Communicates and prepares correspondence effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary a smooth flow of work in process.
- 8) Backup – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned.
- 9) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Superintendent or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ Associate Business Degree and/or two years of experience accounting experience.
- ❑ Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.
- ❑ Knowledge of office practices and procedures.
- ❑ Knowledge of and experience in operating office equipment, including calculators, copiers, fax machines, and typewriters.
- ❑ Skill as a qualified typist.
- ❑ Good communication and organization skills.
- ❑ Ability to work with others and without close supervision.
- ❑ Ability to handle details accurately.
- ❑ Ability to focus on work despite open office interruptions.
- ❑ Good work habits.

Desirable Qualifications –Experience in school or other governmental operations/office work.