

PANA COMMUNITY UNIT SCHOOL DISTRICT #8

JOB DESCRIPTION

Position Title: Administrative Assistant / Clerical Grant Coordinator (12 Month)
Department: District Administration/Staff
Location: District Unit Office
Reports to: District Superintendent
FLSA Class: Non-Exempt
Revised Date: July 10, 2017

SUMMARY

This position is primarily responsible for coordinating and overseeing the District grant application and management process including: assists in meeting grant submission deadlines; creation and maintenance of computerized files and databases on grant proposals and all grant activity; and monitors the financial management of all District grants (e.g. budget preparation, budget adjustments, expenditure reporting, etc.).

In addition, there is the expectation of assisting other Unit Office personnel in various District matters to help create greater District Unit Office efficiencies of time and tasks.

DUTIES

1. Answers office telephone and e-mail, respond appropriately to requests for information, take messages, and notify appropriate individuals.
2. Operates office equipment such as fax machines, copiers, etc.
3. Answers the telephone and gives information to callers, takes messages, or transfers calls to appropriate individuals.
4. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
5. Serve as confidential secretary to the District Superintendent.
6. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
7. Reviews work done by the Superintendent to check for correct spelling and grammar. Ensures that district format policies are followed, and recommends revisions.
8. Composes, types, and distributes meeting notes, routine correspondence, and reports.
9. Assists in the preparation of the agendas setting forth all known items of business to be considered at the Board of Education meetings and supervising the coordination and delivery of Board packets to Board members.
10. Contact all building principals on Monday before the Board packet goes out in mail on Friday for their Board reports, and ask for Board materials to be here by Thursday.
11. Attends all meetings of the Board of Education and keeps full and accurate minutes of all meetings of the Board of Education.
12. Schedules, coordinates, and follows up on all required travel arrangements, bookings, and/or social requirements for the Superintendent and Board of Education.
13. File/copy any requests for records, with proper authorization.
14. Maintain policy manual updates.
15. Keep copier serviced, filled with paper, fuser agent, dry ink, etc.
16. Assist with administration of School Board elections.
17. Maintain school student suspensions and expulsion records as directed by Superintendent.

18. Drafts routine unofficial correspondence as directed by the Superintendent.
19. Assists in the development of all grant applications and related documentation (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency.
20. Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the District and funding agency guidelines.
21. Prepares required grant reporting including progress reports and approvals for District Administration and Board of Education.
22. Stays informed of grant research, proposal writing, and submission procedures.
23. Creates and maintain computerized files historical databases of all grant activity including summary reports on all activities.
24. Collaborates with a variety of groups (i.e. district personnel, community groups/organizations, etc.) for the purpose of securing funding and meeting grant requirements.
25. Reports grant activity to various individuals and groups as appropriate.
26. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform grant coordination functions.
27. Files and preserves copies of all reports made and all papers transmitted pertaining to District Grant activity.
28. Performs other duties and functions as may be deemed necessary and assigned by the District Superintendent.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. A minimum of 3-5 years experience in an office administrative assistant role or related position.
3. Must be able to type 60+ wpm.
4. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are 9:00 a.m. to 5:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.