



**Job Title:** **Administrative Assistant to the Superintendent**

**Department:** Superintendent's Office

**Reports To:** Superintendent

**Grade:** CA-16

**Number of Days:** 12 Months

**Security Access:** ESC

**Current Date:** December 4, 2014

**Overtime Status:** Non-Exempt

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**Position Summary:** Provide administrative assistance to the superintendent in the efficient management of the district; must be proficient in general office duties; maintain confidentiality in school/business matters; able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office of the superintendent; and perform other duties as assigned by the superintendent.

**Minimum Qualifications:**

**Education:**

- High school diploma or equivalent required; college degree preferred.

**Experience:**

- Minimum of five years office/secretarial experience.

**Other:**

- Have excellent knowledge of business office management, grammar, spelling and business correspondence and advanced computer skills including graphics, charts, spreadsheets, complex word processing, and templates.
- Extensive knowledge of the operation and programs of the school system and knowledge of other departments' functions desirable.
- Possesses the ability to exercise independent judgment in all aspects of the position and to deal with changing priorities.
- Possesses the ability to make decisions in accordance with federal, state and local rules, regulations, statutes, and board policy and apply these to work problems.
- Have the ability to deal effectively and courteously with members of the community and school system, manage multiple tasks efficiently and effectively in stressful situations and maintain extensive oral and written communication skills.
- The successful candidate may be required to be a Notary Public.
- Effective positive interpersonal communication skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Perform general executive/administrative secretarial duties.
- Serve as an assistant to the superintendent with minimal direction.
- Maintain an efficiently operating office.
- Receive and screen callers in a professional, polite and tactful manner.
- Give assistance on the operations of the office.
- Refer callers to other employees, officials or departments when warranted.
- Maintain superintendent's appointment calendar.
- Provide the superintendent with appropriate meeting materials and compose and edit correspondence, memoranda.
- Prepare appropriate reports, paperwork, travel arrangements, and expense reports for the superintendent.
- Process requisitions.
- Maintain purchasing records; take and transcribe minutes of conferences, meetings, or other official functions as required.
- Use the Internet for research.
- Handle emergency situations and notify appropriate personnel of resolution.
- Serve as liaison for the superintendent with other district staff and the public.
- Perform other tasks or services as required by the superintendent.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient in MS Windows, Word, Excel, and PowerPoint
- Proficient in the use of the internet
- Excellent communication, organizational and secretarial skills required
- Excellent customer skills required
- Ability to make decisions and judgments when necessary.

**Supervisory Responsibility:**

- None

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment

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