



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** Administrative Assistant (Central Office)

**PURPOSE OF POSITION:**

To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the administrator

**REPORTS TO:** Appropriate Administrator

**PERFORMANCE RESPONSIBILITIES:**

1. Type all given materials including correspondence, reports, notices, and recommendations
2. Obtain, gather, and organize pertinent data as needed and put into useable form
3. Maintain a regular filing system as well as a set of locked confidential files and process incoming correspondence as instructed
4. Place, receive, and record messages including telephone, fax, intercom, etc.
5. Order, receive, and maintain supplies as needed
6. Perform any bookkeeping tasks associated with the specific position
7. Maintain a schedule of appointments and make arrangements for conferences and interviews
8. Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy
9. Perform such other tasks as may from time to time be assigned by the appropriate administrator

**QUALIFICATIONS:**

1. A minimum of a high school diploma, Associates Degree or advanced training preferred
2. Ability to use personal computers and current applications
3. Ability to communicate effectively with staff and public
4. Ability to handle delegated administrative details, requests or information, and other materials brought to the administrator's office
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**ATTRIBUTES:**

- Committed to the core values of the district
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Detail oriented
- Able to multi-task

**TERMS OF EMPLOYMENT:**

- Annual Work Schedule: Year Round - 260 Days Per Year
- Vacation Schedule Per District Policy
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$50,00 - \$65,000

**EVALUATION:** The performance of this job will be evaluated by the Superintendent in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional Support Services Personnel.