



MISSISSINEWA COMMUNITY SCHOOLS
Administrative Assistant to the Superintendent

Job Description:

To perform general administrative activities for the Superintendent.

Qualifications:

High School Diploma

Two years of additional schooling/training OR two years of successful related employment.

Successful work background and positive references

Microsoft Office Specialist (MOS) Master (Preferred)

Certified in Word, Excel and either PowerPoint or Access

Responsibilities:

1. Compiles operational statistics and gathers such other data as the Superintendent may require.
2. Supplies requested information to other school systems, teachers, colleges, etc.
3. Schedules, coordinates, supports budget development, and provides other clerical functions.
4. Attends all Board meetings and other meetings as assigned.
5. Prepares and reviews reports as assigned by the Superintendent.
6. Reports regularly to the Superintendent on any developments or problems within the District coming to his/her attention and requiring the Superintendent's awareness or action.
7. Prepares documents for School Board meetings and provides clerical and logistical support for Board.
8. Coordinates meetings and activities for Superintendent and School Board
9. Maintains District calendar.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)