

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: **Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction**

REPORTS TO: **Assistant Superintendent for Curriculum and Instruction**

JOB SUMMARY: Works directly with the Assistant Superintendent to ensure the quality of all curricular programs in the district K-12 and all interscholastic athletic and intramural programs. Also acts as integral link between the administration, all school district personnel, and the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Attends appropriate committee/board meetings and process the necessary minutes.
2. Receives mail, assemble related confidential and non-confidential file material and prepare routine correspondence and reports.
3. Arranges for conferences, interviews, in-service programs, and meetings to assure that the administration is fully apprised of meeting topics and in receipt of briefing materials.
4. Expedites the handling of problems of staff, community and parents in accordance with the direction of the administration.
5. Develops and monitors departmental budgets.
6. Develops, maintains and distributes high school/middle school athletic handbooks.
7. Negotiates and coordinates payments for annual contracts for trainer and ambulance coverage at athletic events.
8. Acts as liaison between the Assistant Superintendent for Curriculum and Instruction and District XI and P.I.A.A.
9. Coordinates forms, yearly enrollment, dues, fees and all District XI Athletic events held at BASD.
10. Coordinates coaches' information to Human Resources for hiring and resignations of athletic personnel.
11. Coordinates, designs, prints and distributes BASD athletic complimentary cards.
12. Oversees all transportation at middle school events and after-school athletic activity line.
13. Coordinates middle school monthly events.
14. Coordinates middle school events, sports cards, and monthly athletic meetings for BASD calendar, processing and distributing middle school officials' checks.

15. Designs, distributes, sells and monitors all sales of Family/Student Sports Tickets.
16. Performs other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

QUALIFICATIONS: Three (3) years experience as a secretary in public education or the public sector. High school diploma or equivalent is necessary. Diploma from an accredited secretarial training program helpful. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code). Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Ability to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions. Ability to read and write . Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Must possess general office/secretarial skills. Ability to operate office equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

