

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Administrative Coordinator to the Superintendent

REPORTS TO: Superintendent of Schools

JOB SUMMARY: Manages the daily operation of the Superintendent's Office as it relates to both the functioning of the Education Center and to the district at large. Coordinates district-wide activities generated by the Superintendent's Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Executes day-to-day operations as office manager in the Office of the Superintendent, with tasks including preparation of routine correspondence, collecting back-up material and information, handling staff, citizen, and parent problems, and coordinating various functions/activities in the Education Center.
2. Acts as a liaison between superintendent and administrators, cabinet, and the public, with limited authority to make minor decisions.
3. Supervises the performance of the confidential secretary assigned to the Superintendent's Office. This includes training and annual evaluations. Supervision would extend to the work of coordinating committees directed by the superintendent.
4. Assists the superintendent in creating written documents, proposals and reports to the board and community. This includes editing, formatting, and production of this material.
5. Coordinates the development of public relations materials and activities or projects that promote the school district. This includes preparing documents such as the school calendar, opening of school information, and community newsletters, as well as arranging receptions for dignitaries/visitors and special functions hosted by the superintendent.
6. Accumulates and disseminates the annual opening of school information to administrators, parents and students. This encompasses the coordination of material and information from all branches of the system.
7. Develops ideas, presents proposals and ensures the successful implementation of various types of workshops, in-service programs, and special projects as assigned by the superintendent.
8. Assists in the development of the Superintendent's Office budget and responsible for its accounting.
9. Serves on such lay or staff committees as the superintendent may direct.
10. Performs other duties as assigned by the superintendent.

QUALIFICATIONS: Requires five (5) years experience as a secretary in public education or the public sector; high school diploma or equivalent; diploma from an accredited secretarial training program helpful; interpersonal and human relations skills necessary to deal effectively with students, teachers, parents, district employees, and the community; ability to organize, manage and plan ahead, and deal with emergency situations; ability to work accurately in an efficient and timely manner; effective use of oral and written communication skills; ability to maintain acceptable keyboarding speed, minimum of 40 words per minute; knowledge of and use of computer programs (word processing, creating and maintaining database and spreadsheet documents, import graphics, use of e-mail, access local and wide area networks) and basic computer maintenance (backing up files, desktop rebuilding, etc.); use telephone system effectively; ability to manage time effectively; and satisfactory score on any secretarial skills test.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

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

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(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.)