FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Part Time Administrative Assistant (10 hours/week)

QUALIFICATIONS:
1. Two years of college preferred
2. Office experience preferred
3. Experience and other qualification as specified by the Superintendent

REPORTS TO:
The Superintendent and Financial Administrator

JOB GOAL:
To assist and support the work required of the SAU office primarily in the area of clerical work and record keeping

PERFORMANCE RESPONSIBILITIES:

1. Front office duties and expectations:
    a. Is the face of the SAU to the public
    b. Sets an example of high professional standards
    c. Responds to inquiries within 24 hours when in attendance
    d. Abides by and assists in implementing all School Board policies
    e. Abides by and assists in implementing the local collective bargaining agreements
    f. Demonstrates a high level of personal organization and efficiency
    g. Maintains positive and respectful interpersonal relationships with district staff, superiors, and the general public
    h. Shares acting as the SAU receptionist with the Financial Assistant

2. Clerical Duties:
    a. Tracks enrollment (High School and Ellis School Students) for School Board packet, monthly
    b. Maintains employee personnel files
    c. Creates and revises Ellis School and School Board calendars
    d. Tracks employee certification and certification renewals
    e. Completes and submits SAU office DOE reports and shares the position of being the DOE Liaison including the maintenance of password accounts/access
    f. Shares maintenance of the Google attendance calendar for administrators and the SAU Conference Room use calendar with the Financial Assistant
    g. Shares advertisement of employment openings on EdJobsNH.com with the Financial
    h. Assistant
    i. Shares the retrieval and sorting of correspondence with the Financial Assistant
    j. Tracks and records information on home education students
    k. Shares the ordering of supplies for the SAU Office

l. Shares fingerprinting processes and tracking responsibilities for employees and volunteers with Financial Assistant
m. Records the arrival of all employee evaluations & observations to the SAU
n. Maintains employee personnel files

3. School Board duties:
    a. Posts all agendas at SAU Office, School, Town Hall and sends to webmaster
    b. Sends all approved School Board and subcommittee minutes to the webmaster for posting
    c. Prepares and distributes agenda packets for the School Board meetings and the meetings of all of its subcommittees
    d. Prepares the SAU Conference Room for Board meetings
    e. Assists with the preparations for the Deliberative Session
    f. Prepares budget books for the School Board, SAU Office, and Budget Committee members
    g. Maintains the SAU policy book and online policies, changes and replaces policies, updates policy dating as they are in the approval/revision process

4. Other duties as assigned by Superintendent or Financial Administrator from time to time

TERMS OF EMPLOYMENT:

- Ten (10) hours per week as arranged with the Superintendent and Financial Administrator
- Clear criminal background check
- Verification of health to perform job
- Valid driver's license
- Hourly wage contract/no benefits

EVALUATION: Annually by the Superintendent and Financial Administrator

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required

2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machines

Other Physical Consideration:

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Not required

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and queries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only	___
2. Any beyond short demonstration up to and including 30 days	___
3. 30-90 days	___
4. 91-180 days	___
5. 181 days to 1 year	___
6. 1 to 2 years	___
7. 2 to 4 years	X
8. 4 to 10 years	___
9. Over 10 years	___

Other Training, Skills and Experience Requirements:

Ability to work with staff, students and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

DISCLAIMER:
The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.