

**TRUSSVILLE CITY BOARD OF EDUCATION**  
**Job Description**

**POSITION TITLE:** Administrative Assistant to the Superintendent

**QUALIFICATIONS:** Minimum High School Diploma or Equivalent

**JOB GOAL:** To provide complex and confidential secretarial and assistive services to the Superintendent, and to members of the Board of Education.

**REPORTS TO:** Superintendent

**EVALUATION:** Trussville Evaluation

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares or assists the superintendent in preparing confidential correspondence, letters, reports, agendas, minutes, Board policy, and official documents.
2. Sorts incoming mail for the superintendent.
3. Screens telephone calls and visitors for the Superintendent.
4. Disseminate Board updates to employees, Board Members, Mayor and City Council and other designated individuals as directed by the superintendent.
5. Assists the superintendent in maintaining his/her calendar and schedules meetings/events, including travel arrangements, etc.
6. Maintains organizational and tracking systems for various files and procedures.
7. Maintains archive file of publications pertaining to the school system.
8. Responsible for time system reporting and ordering for superintendent's office group
9. Assist in coordinating system-wide or district activities by preparing guest lists, inviting guests, and making appropriate arrangements for the occasion.
10. Maintains Boardroom, Training Rooms and Conferences rooms for meetings
11. Coordinates central office calendar and door schedules.

12. Prepares and disseminates newsletters and press releases and maintains social media accounts.
13. Coordinates Central Office and local scholarship applications
14. Responds to members of the press at superintendent direction
15. Acts as liaison for school system for civic groups, etc. at direction of the superintendent.
16. Attends workshops and participates in professional development activities.
17. Demonstrates a high degree of professionalism and ethics.
18. Works cooperatively with the Board, the Superintendent, other system personnel, parents, and students.
20. Attends all meetings as required by the Superintendent.
21. Performs other duties as assigned by the superintendent or designee(s).