

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
DUTIES**

The Administrative Assistant is responsible to the superintendent in the following areas:

1. The superintendent's administrative assistant will be employed according to need and the district's financial condition.
2. The administrative assistant's arrival time will be determined on a yearly basis by the superintendent.
3. It will be the administrative assistant's responsibility to:
 - A. Prepare and keep an up-to-date payroll.
 - B. Prepare and mail all claims to ADPC, Inc., in Ponca City, Oklahoma.
 - C. File all necessary documents in an orderly manner.
 - D. Operate the mail machine for all out going school mail.
 - E. Prepare the monthly, quarterly, and yearly reports for the Oklahoma Teacher Retirement System.
 - F. Enroll faculty and staff in group insurance programs.
 - G. Secure and mail financial reports to board members before each regular board meeting.
 - H. Prepare necessary forms and documents for State and Federal Income Taxes and Social Security (FICA).
 - I. Work with ADPC, Inc. in keeping books on the General Fund, Building Fund, Bond Fund, Sinking Fund, and Gifts and Endowment Fund.
 - J. Work with Perry Public School's Special Education Coordinator and Federal Programs Director for Federal Programs Funds.
 - K. Perform duties such as:
 1. Meeting the public.
 2. Receiving sales persons, faculty, staff, and students.
 3. Receive all telephone calls into the superintendent's office.
 4. Record telephone messages for personnel without access to a telephone.
 - L. Organize and type information necessary for all board of education meetings.

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT, DUTIES (Cont.)

- M. Keep an up to date scrapbook of school related activities.
- N. Order supplies for the superintendent's office.
- O. Act as Notary Public for all documents requiring a Notary signature and seal.
- P. Continuous updating of information fed into computer, such as:
 - 1. Personnel records of faculty and staff.
 - 2. Sick leave for faculty and staff.
 - 3. Personal leave for faculty and staff.
 - 4. Number of days taught by certified and non-certified substitute teachers.
 - 5. Board of education policies.
 - 6. School and activity budgets.
- 4. The twelve (12) month the administrative assistant will receive ten (10) vacation days over a one year period. The the administrative assistant will be entitled to twelve (12) days at the beginning of each school term, cumulative to one-hundred thirty (130) days total sick leave. Three (3) personal leave days.
- 5. The board of education may require certification of illness or tardiness by one or more doctors to provide evidence of illness before honoring sick leave. Any attempt by an employee to take unfair advantage of sick leave will constitute grounds for dismissal.
- 6. The administrative assistant will, with superintendent approval, be off on all scheduled teacher holidays or professional days.
- 7. The administrative assistant will be hired at the regular board meeting in April.
- 8. Dress Code - employees and teachers will report to work in a proper manner, in appropriate attire for the profession.