

# New Albany-Floyd County Consolidated School District Administrative Assistant - Administration Operations (411)

## JOB POSTING

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### Job Details

Title

**Administrative Assistant - Administration Operations**

Posting ID

**411**

Description

**THIS POSITION WILL BE POSTED FOR SEVEN (7) DAYS**

CLASSIFICATION: Non-exempt (Hourly)  
PAY RANGE 17: \$18.73 to \$19.83 hourly (based on education and experience)  
LOCATION: Administrative Services Center (ASC)  
REPORTS TO: Assistant to the Superintendent for Administration and Operations  
*Fully benefited to include medical, dental, vision, life, sick, personal, vacation and state retirement (PERF)*

#### **QUALIFICATIONS:**

- High School Diploma.
- Three years job experience or graduation from a recognized school of secretarial or bookkeeping skills and two years job experience; or two years successful employment within this district or in another district of comparable size.
- Proficient computer skills including Excel, Word, and Google platform preferred.
- Ability to self-organize work for maximum efficiency and good time management skills.

#### **PERFORMANCE RESPONSIBILITIES:**

- Work with the strictest confidentiality on any job assigned by the Assistant Superintendent for Administration and Operations.
- Assist in updating board policies, administrative guidelines, the master contract and the teacher handbook.
- Prepare initial contracts, assist with all paperwork connected with the hiring of new certified employees (teachers) including calculating pay and submitting authorization forms and other pertinent documentation to the human resources and/or payroll department.
- Support the administrative needs for the annual New Teacher orientation.
- Track certified newly licensed teachers using the IMAP procedures and protocols.
- Assume responsibility for all official personnel reports and all personnel information surveys, i.e., IDOE, CE/CP, EEO5 and other government agencies.
- Provide annual pay information to the payroll department for all continuing certified employees at the beginning of each contract year, and calculate and submit changes during the year as needed.
- Maintain and update data in PowerSchool on certified teachers to include assignments, licensing, transfer etc.
- Meet and interact daily in a positive manner with staff, school personnel, other administrative offices, and general public.
- Prepare authorization forms so that stipends are paid in accordance with the master contract.
- Maintain a data base to assist in identifying State teaching licenses. Notify employees regarding expiration and renewal of licenses on a yearly basis.
- Provide support to certified staff for applying for Emergency Permits and approve PGP's and renewal license requests through the State LVIS website.
- Assist retiring teachers when seeking information about TRF retirement and provide resources as appropriate.
- Assist and provide support to certified staff seeking approval for the thirty (30) plus program.
- Respond to requests for leaves of absences, resignations, sick leave bank participation, changes in assignments, etc;
- Prepare staffing reports for School Board meetings;
- Maintain certified employee evaluation database;
- Prepare database of summer school teachers.

- Provide general administrative support; maintain filing system, read and process incoming mail, transcribe letters, make copies, scan documents, answer telephone, schedule meeting and reserve facilities.
- Other reasonable duties as assigned by administration.

*Shift Type*

**Full-Time**

*Salary Range*

**Per Hour**

*Location*

**Administrative Service Center (ASC)**

**Applications Accepted**

*Start Date*

**07/02/2021**