



ADMINISTRATIVE COORDINATOR

GENERAL RESPONSIBILITIES

Serve as the executive administrative assistant to a cabinet level staff member. Relieve executive of routine administrative tasks and ensure smooth and efficient administrative operation of the executive's department. Set daily priorities based on knowledge of the overall functions of the department.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, initiate, and manage administrative activities and processes for an assistant superintendent or director.
- Respond to non-technical inquiries and administrative issues.
- Serve in a project supervisory role as assigned by assistant superintendent or director.
- Prepare and/or review correspondence, reports, charts, spreadsheets and other related materials for assistant superintendent or director.
- Attend meetings and conferences on assistant superintendent or director's behalf relaying pertinent information to them.
- Coordinate meetings and conferences relating to departmental matters.
- Oversee and ensure departmental adherence to school board regulations and policies.
- Respond in person, via telephone or in writing to inquiries directed to assistant superintendent or director which do not require their attention.
- Screen phone calls and visitors directed to assistant superintendent or director.
- Route matters from departmental personnel requiring the attention of assistant superintendent or director.
- Follow up on the behalf of assistant superintendent or director on departmental issues to ensure timely response or action.
- Screen all correspondence prepared for assistant superintendent or director's signature, signing on supervisor's behalf when instructed to do so.
- Exercise control of assistant superintendent or director's appointments with authority for time commitment.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and procedures of the school division; ability to establish and maintain effective working relationships with school administrators and other support staff; ability to employ sound analytical and organizational skills; ability to exercise initiative and good judgment; ability to operate a computer and corresponding software applications as well as other office equipment; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff and associates.

EDUCATION AND EXPERIENCE

Master's Degree. Extensive administrative experience preferably in a school system. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 10/08
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