

**CENTRAL OFFICE MANAGER/
PERSONAL ASSISTANT TO DIRECTOR/ASSISTANT DIRECTOR OF SCHOOLS**

JOB SUMMARY

Under limited supervision, provide various administrative and clerical services for the Director of Schools and Assistant Director of Schools and act as manager of the Central Office Clerical Staff.

QUALIFICATIONS

- High school diploma (or GED) along with additional administrative training
- Ability to utilize a variety of word processing, database, and spreadsheet programs
- Evidence of excellent written and verbal communication
- Minimum of three years administrative experience (preferred)
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report directly to the Director/Assistant Director of Schools
- Prepare correspondence, maintain files and records
- Assist with special projects
- Attend meetings as requested, prepare materials to be distributed, and take/transcribe notes
- Assist with short/long range planning by providing, organizing, assembling, and distributing information and records
- Address departmental/system matters by writing and distributing memorandums, making judgments and decisions as needed
- Answer telephone, provide information, take messages, and/or direct calls or requests to the appropriate personnel
- Open and sort incoming mail and distribute accordingly
- Maintain Central Office professional staff and department heads attendance records and report to payroll
- Establish and maintain a professional calendar of events for Central Office
- Coordinate interdepartmental meetings
- Make appointments for Director/Assistant Director of Schools
- Make travel accommodations for Director/Assistant of Schools
- Prepare materials for Board of Education Meetings: notify media and public about meetings in a timely manner, prepare agenda material, attend meetings, transcribe/type minutes for the meetings, and notify individuals and/or groups of Board decisions/actions needed
- Coordinate Workman's Compensation process for the system
- Oversee other insurance and claims issues (student accidents, theft, vandalism, etc.)
- Coordinate bidding process for the system (including staying abreast of the laws that apply to public school systems in Tennessee and submitting bid information to the media and those interested in submitting bids)
- Complete and submit reports required by the Director of Schools Office (OSHA, OCR, EPA, Title VI & IX, AHERA, Minority Teacher, Safety Grant, SEMA, etc.)
- Manage employment application process as requested by Director/Assistant Director of Schools
- Order needed equipment, materials and supplies for Central Office
- Assist with material orders submitted by the schools
- Assist with the evaluation process as requested by Director/Assistant Director of Schools
- Manage secretarial pool's efficiency and work with assigned supervisor's/Director of Schools on issues of concern
- Troubleshoot communication system in the Central Office (telephone system, paging system, copying systems, facsimile systems, etc.)
- Coordinate compliance issues and parental communication related to Home School requirements (including collaborating with Attendance Supervisor and Associate Director of Learning)
- Perform other duties as assigned by Assistant Director/Director of Schools