



Title: Administrative Assistant
Reports to: Superintendent

FLSA: Non-Exempt
Updated: April 2024

Position Summary

Provides support to the Administrative team while maintaining confidentiality and adhering to current district policy and procedures in regards to all areas of district operations. Perform Administrative Assistant duties at the COPESD main office located at 6065 Learning Lane in Indian River.

Principle Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

- Serve as one of the first faces in enhancing and supporting the COPESD's Why
- Board and Staff Meeting Support (e.g. tables, food, attendance, minutes)
- Draft and/or edit various communications both written and digital to include website updates
- Ensure a high degree of professionalism and collaboration within and outside of the organization
- Assist with material prep and production as assigned
- Confirmation and coordination of room requests/calendar/food arrangements with team
- Willingness to learn and support various digital systems (e.g. Powerschool, Boarddocs) as assigned
- Coordinate and Maintain Directory and Contact lists both written and electronic
- Coordinate Professional Learning Registration (Wisdomwhere) and Documentation
- SCECH acquisition and all required documentation
- General support to staff for office equipment
- Prepare for and maintain the environment for professional learning activities (e.g. food, materials)
- Utilize applications (such as Canva) to assist with marketing/event planning and presentation materials
- Maintain and support an open and inviting environment
- Manage inventory and ordering of professional learning supplies
- Sort and deliver route mail within building
- Voicemail system at main office including All-Staff VM messages
- Preparation and production of professional learning materials
- Provide admin assistant support to Admin and other Staff
- Other duties as assigned by Supervisor

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Associate's degree preferred

Experience: Minimum of 1 - 3 years' experience in an office setting with School experience being preferred

Supervisory Responsibilities: None

Certificates, Licenses, or Registrations: None

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner.
3. Demonstrate a high level of written and verbal communication skills.
4. Advanced knowledge and proficiency in the Microsoft Office Suite, Canva and Google.
5. Ability and willingness to learn and support additional digital systems as assigned.
6. Ability to effectively manage multiple tasks and stay organized in order to meet deadlines.
7. Ability to work as part of a highly motivated team and support the work of the COPESD.
8. Ability to consistently and reliably perform all duties of the position.
9. Strong desire to promote the culture and why of the COPESD.
10. Timely, regular and consistent daily attendance is required.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

Work Environment:

The noise level in the work environment is usually quiet to moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Annual Work Days: 240 days/1820 hours- Year Round Position

Salary Scale: Support Contract Admin Asst Scale- up to \$18.87/hr. depending on experience and qualifications in addition to **a full benefits package including Health/Vision/Dental coverage, paid leave time, and retirement plan.**

Application Deadline: Friday May 17th, 2024 at 3:00 p.m. (or until filled)

Application Procedure: Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

*Mr. Jamie Huber-Superintendent
C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: huberj@copesd.org*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy. This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.