



Title: Administrative Assistant
Reports to: Superintendent

FLSA: Non-Exempt
Updated: May 2023

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.

Principal Duties and Responsibilities

(Essential functions in terms of the American's with Disabilities Act)

- Greet people to building
- Board and Staff Meeting Support (e.g. tables, food, attendance, minutes)
- Answer/transfer phone/faxes
- Maintain supplies for copier, fax, postage
- Assist with material prep and production as assigned
- Confirmation and coordination of room requests/calendar
- Coordinate postage/FedEx/UPS service and maintain supplies
- Copy, file, scan and fax materials upon request
- Coordinate and Maintain Directory and Contact lists both written and electronic
- Assist in maintaining and updating the districts website
- Coordinate Professional Learning Registration (Wisdomwhere) and Documentation
- SCECH acquisition and all required documentation
- General support to staff for office equipment (copier, fax, postage)
- Maintain general appearance of front, reception area (newspapers, waiting area, brochure display case)
- Open/close Main office building reception area
- Order food/kitchen supplies for meetings/building order water/pop for building
- 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 and student learning materials
- Provide Support for the Admin Team and COP 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

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 in both oral and written communications.
3. Advanced knowledge and proficiency in the Microsoft Office Suite and Google.
4. Ability to effectively manage multiple tasks to meet deadlines.
5. Ability to work as part of a highly motivated, interdisciplinary team.
6. Ability to consistently and reliably perform all duties of the position.
7. 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/1824hours- Full time/Year Round Position

Salary Scale: Support Contract- Admin Asst. Scale- up to \$19.14/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: June 30th 2023 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.