

**HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA**

POSITION: Administrative Assistant

GENERAL JOB DESCRIPTION: Under the direct supervision of the Superintendent will be responsible to provide administrative support and perform numerous duties.

QUALIFICATIONS: Must possess a Bachelor's Degree; preferred in Communications, Business, or Administration.

FUNCTIONS AND RESPONSIBILITIES:

- A. data entry and submittal of Medicaid claims
- B. coordinate/attend Town Hall Meetings
- C. prepares board agendas
- D. schedules and coordinates appointments, meetings and events for the Superintendent
- E. maintain the Professional Staff Development Website
- F. manage/update licensure and certification for all professional employees
- G. assists in the completion of various forms, notices, press releases and other communications
- H. coordinate and assist with Teacher's Academy and Principal's Academy
- I. be proficient in Microsoft Office programs/products
- J. must have excellent communication skills, organizational, interpersonal and administrative skills
- K. completes confidential administrative services for the Superintendent
- L. must initiate and maintain positive public relations for Hancock County Schools and the Superintendent
- M. manage Superintendent's office
- N. enter and retrieve information and data from WVEIS
- O. develop documents, spreadsheets and data bases as needed to streamline job production
- P. prepares necessary reports requested by Superintendent, Deputy Superintendent and Assistant Superintendent
- Q. develop and maintain Superintendent and Deputy Superintendent websites
- R. coordinate Superintendents Discipline Committee
- S. assist in data tracking
- T. coordinate and update student discipline matters
- U. other duties related to administration as required by the Superintendent and Deputy Superintendent as assigned

MAINTAINS POSITIVE WORK HABITS:

- have the ability to develop and maintain an effective working relationship with others
- maintains positive work attitude and habits
- maintains a professional appearance
- is punctual and minimizes absences
- takes initiative in performing assigned tasks
- compliance with rules, policies or regulations
- ability to accept change
- use good work judgement and common sense