



Job Title: Administrative Assistant to the Superintendent

Reports to: Superintendent or designee

Pay Range: \$15 - \$20/hr

Work Group: S210

FTE: 10 - 15 hours per week/flexible scheduling

Position Summary: The Administrative Assistant to the Superintendent will help the Superintendent and Business Office manage. Completing general tasks that support the efficiency and operation of both offices. This position is currently part-time, but has the opportunity to become full-time. Flexible scheduling will be accommodated.

Position Description: As we continue to grow and expand we are looking for an individual who can support our district office. The day to day function will be mostly routine office work, but during peak seasons/deadlines this position can support in: gathering information, preparing meeting materials, creating/drafting materials, and proof reading communication.

As Harding Fine Arts Academy grows, so will the responsibility of this position. A successful candidate will be able to work in an office setting and sharing a space with the Business Manager. A successful candidate will be able to work in a confidential environment, listening to personal/business sensitive information and be able to maintain professional demeanor.

This position reports to the Superintendent, but will also take direction from the Business Manager. The ideal work schedule would be consistent from week to week, but a changing schedule can be accommodated.



Position Responsibilities:

Business Office:

- Order supplies for staff
- Organize financial documents
- Communication with staff regarding orders

Office of the Superintendent:

- Create meeting agendas
- Convert meeting notes
- Organize meeting materials

Perform other related duties as requested by the Superintendent including:

- Communicate with staff, community partners, and other stakeholders
- Take meeting notes during staff meetings
- Other duties as assigned

Qualifications:

- Ability to pass a background check
- Ability to multi task
- Organizational skills
- Experience as an Administrative Assistant (Preferred)