



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Administrative Assistant to the Superintendent

Reports to: Superintendent

Purposes and Objectives of the Position:

The Administrative Assistant to the Superintendent assists the Superintendent in the daily operation of the district as well as planning, implementing, directing, and maintaining district programs by providing a wide variety of complex and confidential administrative and secretarial support.

Qualifications:

- Bachelor's degree OR an equivalent combination of education, training, and experience in office management
- Extensive knowledge of the operation and function of the various school system departments and offices, with the ability to communicate with administrators and School Board members
- Three years' experience in a school or at the District level
- Ability to deal effectively and graciously with the public

General Duties and Requirements

- Provides direct support to the Superintendent and provides coordination of District-wide endeavors.
- Serves as Superintendent's liaison for community, business and governmental initiatives that support public education.
- Makes decisions based on established procedures and practices and handles administrative details independently.
- Maintains Superintendent's calendar, schedules appointments and arranges Superintendent's workshops, meetings and seminars.
- Reviews Superintendent's mail and routes to appropriate staff members. Composes letters for Superintendent's signature.
- Provides secretarial services to the Board of Education as needed.
- Revises Board policies, keeping them current.
- Coordinates and prepares for administrative meetings, staff meetings, Board of Education meetings and activities, and civic/governmental meetings.
- Revises administrative rules and regulations.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.