



**POSITION DESCRIPTION**

<b>JOB TITLE: ADMINISTRATIVE ASSISTANT TO DEPUTY SUPERINTENDENT</b> Job Class: 3470		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> Local 1053		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> The Administrative Assistant to the Deputy Superintendent reports directly to the Deputy Superintendent. Therefore, this position will serve to provide leadership and coordination in planning, developing, and implementing activities relating to the duties and responsibilities of the Deputy Superintendent's office. Active participation in all facets of schooling in Milwaukee Public Schools is an important responsibility.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintain a calendar of events and responsibilities requiring the attention of the Deputy Superintendent's office.
2. Process incoming correspondence, plan and maintain the office budget.
3. Develop with appropriate administrative personnel all materials and agendas necessary for the smooth functioning of the Board of School Directors meetings and other activities relating to its legal status as a governmental agency.
4. Plan with the Deputy Superintendent matters needing attention relating to the day-to-day operation of the school district.
5. Participate in administrative meetings and follow up on assignments to the Deputy Superintendent and/or others under the Deputy's supervision.
6. Represent the Deputy Superintendent at meetings and/or special events.
7. Participate with the Deputy Superintendent and the Parent/Community Involvement Specialist in preparing and implementing a system-wide plan for increased parent/community involvement.
8. Conduct such library research as may be useful to the functioning of the Deputy Superintendent's office and write necessary executive summaries.

9. Provide assistance to the Deputy Superintendent in designing staff development activities for the top leadership in the district.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**