

**GOBLES PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE

District Administrative Assistant

DEPARTMENT

Superintendent Office (School District Employee, Regular attendance required)

STATUS AND CLASSIFICATION

Non-Exempt (Hourly Competitive Wage, Insurance, Retirement, and Social Security)

216 days, 12 sick days, 10 holidays

EVALUATED BY/REPORTS TO

Executive District Assistant/Superintendent of Schools

General Duties: Provide leadership and management for 1. Authorization of a Cyber Charter Program and 2. Sponsorship of a Shared Services Program. 3. Other Duties as Assigned.

Essential Duties:

Assist Superintendent with Cyber Charter Program:

- *Serve as Initial Contact for Cyber Charter Program
- *Develop and maintain a record keeping system for the Cyber Charter Program
- *Participate in the selection and appointment for new cyber charter board members
- *Serve as Authorizer Representative to MOS Board of Education Meetings
- *Develop and maintain relationships with all partners related to the Cyber Charter Program
- *Monitoring charter contract compliance
- *Acting as fiscal agent for state school aid funds
- *Ensures the charter school follows applicable state and federal law
- *Gathering and evaluating data related to school compliance and performance
- *Recommending action based upon a school's performance relative to the expectations set forth in the charter contract
- *Uses academic achievement as the most important factor in determining whether a charter school contract should be renewed.
- *Operating program in accordance with quality standards identified by the Michigan Department of Education's Authorizer Assurance and Verification Checklist

Assist Superintendent with Shared Service Program:

- *Serve as Initial Contact for Shared Services Program
- *Develop and maintain a record keeping system for the Shared Services Program.
- *Develop and maintain relationships with all partners related to the Shared Service Program
- *Maintain data that demonstrates savings and efficiencies
- *Determine program guidelines and practices and standardize processes to increase efficiency and savings
- *Support the automation and connectivity that ensures effectiveness and efficiencies of shared service partners

- *Streamline program procedures and processes to align with goals
- *Research and implement cost-effective solutions for program sustainability

Assist Superintendent with Other Duties as Assigned:

- *State and Federal Grants and Reports
- *Cross Training in Superintendent Office

Educational Requirements: Four year or associate degree preferred. Experience may be considered in lieu of education. Work experience in an educational environment is a plus.

Skills: Customer Relations skills required. Must be a go getter. Must be able to deal with ambiguity and problem solve. Must be proficient in the use of technology hardware and software. Must be able to process material of a sensitive and confidential nature. Must be detail oriented, organized, and able to meet strict deadlines. Must have the ability to drive and hold a valid driver's license.