

**South Tippah School District
Administrative Assistant/Capital Assets Coordinator
Job Description**

Qualifications:

High School Diploma, College Preferred

Reports To:

Superintendent

Job Goal:

To provide administrative support to ensure efficient operation of the office

Duties & Responsibilities:

1. Answer and direct phone calls
2. Produce and distribute correspondence from Superintendent to appropriate personnel
3. Provide general support to visitors
4. Provide general administrative and clerical support including mailing, scanning, faxing, and copying
5. Help with fingerprinting, background checks, and paperwork for new employees
6. Handles confidential documents in an appropriate manner and maintains confidential files
7. Coordinate travel arrangements for Superintendent and Board of Education
8. Maintains and updates the South Tippah School District website
9. Assists with AIM Notification System
10. Assists with Active Parent
11. Compiles data, prepares, and publishes agenda for Board of Education meetings
12. Prepares and maintains minutes from regular school board meetings, special meetings, and executive session meetings and archives them accordingly
13. Maintains and updates online the policies and procedures adopted by the Board of Education
14. Creates and monitors a system of controls, procedures, and forms for the recordation of fixed assets
15. Records fixed asset acquisitions and dispositions in the accounting system
16. Conducts periodic physical inventory counts of fixed assets
17. Prepares monthly reports of disposals and additions of fixed assets to the Board of Education
18. Supplies information for inventory reports as well as other assets reports and records
19. Responsible for planning and scheduling gifted evaluations and providing parents with results from these evaluations
20. Write check information on purchase orders after board approval and mail accounts payable checks to vendors
21. Performs all other duties as assigned

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____