



**BURLINGTON AREA SCHOOL  
DISTRICT**

**PLACEMENT NOTICE  
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

Position:

The Assistant to the Superintendent provides administrative and secretarial support to the Superintendent and Board of Education in discharging their duties and responsibilities in all matters pertaining to operation of the Burlington Area School District. This position will assist representatives of the Board of Education in special projects and activities as requested and be available for board and committee meetings. This is a 12-month position.

Position Duties:

1. Manage Superintendent's Office to provide support for the Superintendent and the Board of Education.
2. Develop and coordinate Board and committee agendas and legal notices for those meetings; attend Board meetings and follow-up with minutes and other actions.
3. Plan and coordinate conferences and meetings, including retiree recognition.
4. Research and prepare special and state reports from source materials as requested.
5. Gather and prepare confidential materials pertaining to the operation of the district.
6. Maintain records and master files of the office including official records of the Board of Education, teacher and substitute teacher files.
7. Maintain telephone and electronic communication with parents, staff and community.
8. Record and transcribe minutes of meetings; compose and prepare correspondence; screen telephone calls and mail, providing detail to supervisor, and re-routing as appropriate.
9. Maintain and update School Board Policy Manual
10. Assist the Business Office
11. Assist the School Board Clerk with Spring School Board Elections
12. Responsible for performing background checks on prospective District Employees

13. Responsible for performing background checks for parent volunteers & maintaining spreadsheet listing all approved volunteers
14. Responsible for posting job vacancies for the District
15. Assume responsibility for routine matters.
16. Perform other duties as assigned.

### Qualifications:

Associate degree in administrative assistant or related field preferred. Two years secretarial experience preferred. Computer literate with proficiency in word processing, spreadsheet and other applications. Ability to establish and maintain effective working relationships and to exercise judgment in carrying out assignments and procedures. Working knowledge of business English, spelling, composition, and modern office methods and procedures, and an ability to operate a variety of office machines. Ability to take notes and transcribe accurately. Excellent verbal communication and writing skills, ability to greet and respond to requests from professional staff and the general public, self-motivated with the ability to work with little direction, ability to handle confidential matters, set priorities, and work well under pressure with an attention to detail. Must be flexible and have the ability to work in a team environment, with a cheerful disposition and a sense of humor.

### Compensation

Salary Range - \$19.00 - \$21.00 – Hourly Rate  
Regionally Competitive Benefit Package

Additional information may be obtained from:

Peter Smet, Superintendent  
Burlington Area School District  
100 N. Kane St.  
Burlington, WI 53105  
Phone: 262-763-0210 Email: [psmet@basd.k12.wi.us](mailto:psmet@basd.k12.wi.us)

**Posting Date:** June 9, 2017

This position will be posted on WECAN – please apply through the WECAN website. This position will be posted until a suitable candidate is found.

### **Position/Posting Approval:** \_\_\_\_\_

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.