



MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1 EVERY STUDENT. EVERY DAY.

Position: Administrative Assistant to the Assistant Superintendent

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: The job of Administrative Assistant to the Assistant Superintendent/Grants Secretary is to provide a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Assistant Superintendent to school and district staff, other districts, and public agencies; ensuring compliance with financial, legal, and administrative requirements.

Essential Duties and Responsibilities:

- Prioritize incoming information, correspondence, appointments, and phone inquiries for both the Grants Department and Assistant Superintendent.
- Responsible for responding to, delegating, or directing issues to the appropriate department.
- Demonstrates an ability to work effectively with all levels of school personnel and the community.
- Reports regularly to the Assistant Superintendent on any developments or problems within the district requiring the Assistant Superintendent's awareness or action.
- Disseminates information to various stakeholders on behalf of the Assistant Superintendent in an accurate and timely manner.
- Maintains the Assistant Superintendent's calendar for appointments and plans for travel, meetings, and conferences.
- Maintains the Assistant Superintendent's webpage and supports district communications via newsletters, website, and social media, including the Emergency Response Plan and Safety Plan.
- Types, copies, and compiles, a wide variety of materials for the Assistant Superintendent and Grants Department.
- Manages the Assistant Superintendent's budget in collaboration with the Assistant Superintendent.
- Coordinates, schedules, and documents student discipline hearings.
- Works closely with the Colorado Department of Education.
- Prepares data for dissemination of information. Uses written communication appropriately and professionally.
- Places and answers calls, records messages, and returns phone calls promptly.
- Provides accurate data to schools and district as requested.
- Encourages, models, and maintains high standards of conduct.
- Observes all district policies and procedures.

| | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education and Certification: | <ul style="list-style-type: none"> High School Diploma (required). College degree preferred. |
| Experience and Skills: | <ul style="list-style-type: none"> Knowledge of school district policies, procedures, guidelines Knowledge of school functions and organizational structure Experience with office administration, records retention, office etiquette, and customer service Excellent written and verbal communication skills General office equipment; Technical proficiency in word processing and computers |
| Culture and Fit: | <ul style="list-style-type: none"> Commitment to the mission and values of Montezuma Cortez Re-1 Desire to work as a member of a dynamic team Openness to feedback and willingness to share ideas Maintains and models high standards of personal and professional integrity and confidentiality |

Reports to: Assistant Superintendent

Licenses or Certification: None required.

Supervisory Duties: None

Physical Requirements and Working Conditions:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Physical Activities: | Amount of: | | | |
|-------------------------------|------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch or crawl | | X | | |
| Talk | | | | X |
| Listen | | | | X |

| Mental Functions: | Amount Of: | | | |
|----------------------|------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | | | X |
| Coordinate | | | X | |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | X | | |

| Work Environment: | Amount of: | | | |
|---------------------------------------|------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme Cold (non-weather) | X | | | |
| Extreme Heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |
| Exposure to bodily fluids | | X | | |

| Vision Demands: | Required |
|-----------------------------------------------------------|----------|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| Weight and Force Demands: | Amount of: | | | |
|---------------------------|------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| Noise Level: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o

la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135

titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118

504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.