



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

Position: Administrative Assistant to the Superintendent and Board of Education

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 Superintendent and Board of Education is to provide a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Superintendent to school and district staff, other districts, and public agencies; ensuring compliance with financial, legal, and administrative requirements; and acting as liaison between the Superintendent and Board and other parties including providing information, addressing issues and/or providing general support.

Typical Responsibilities:

Superintendent's Executive Assistant:

- Prioritize incoming information, correspondence, appointments, and phone inquiries.
- 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 Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.
- Disseminates information to various stakeholders on behalf of the Superintendent in an accurate and timely manner.
- Maintains the Superintendent's calendar for appointments and plans for travel, meetings, and conferences.
- Maintains the Superintendent's webpage and supports district communications via newsletters, website, and social media.
- Types, copies, and compiles, a wide variety of materials for the Board and Superintendent.
- Manages Superintendent's budget in collaboration with the Superintendent.
- Coordinates, schedules, and documents student discipline hearings.
- Works closely with the Colorado Department of Education.

Board of Education Executive Assistant:

- Supports district and board in adhering to district policies. When appropriate, interprets district policies, guidelines, and directives for staff, administration, and the public.
- Maintains up-to-date policy book for the district and assures that procedures are established for dissemination of new policies.
- Acts as the District election official for all Board of Education elections and the occasional District questions on the ballot.
- Organizes, assembles, distributes, and prepares School Board agenda with supporting documentation to School Board members, administrators, and the public in a timely manner.
- Communicates School Board decision/policy changes to appropriate staff.
- Communicates with Board members at the direction of the Superintendent.
- Aids the Board in planning special meetings or work sessions.

- Accurately transcribes and types up minutes of Board meetings and posts them on the webpage. Maintains the Board's webpage and supports board communications through newsletters, website, and social media.
- Types, copies, and compiles a wide variety of materials for the Board.
- Prepares for and attends all Board of Education meetings.
- Manages board budget in collaboration with the board.
- Coordinates all travel arrangements for board members; plans/schedules time, facilities and equipment/services for meetings, workshops, special events, receptions, etc.
- Works closely with the Colorado Association of School Boards.

Public Relations:

- Demonstrates effectively interpersonal relationship skills by greeting all visitors courteously and attempts to meet their needs to the best of his/her ability.
- Uses discretion and maintains the same level of ethical behavior in handling situations requiring confidentiality as that which is expected of fully licensed professionals.
- Identifies concerns, problems, and complaints, and provides direct assistance to the public, district staff and Board of Education by explaining policies and/or negotiating solutions.
- Prepares data for public 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 districts as requested.
- Encourages, models, and maintains high standards of conduct.
- Performs other duties as assigned.

Position Requirements:

Education and Certification:	High School Diploma (required). College degree preferred.
	Knowledge of school district policies, procedures, guidelines
	Knowledge of school functions and organizational structure
Experience and Skills:	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
	Commitment to the mission and values of Montezuma Cortez Re-1
	Desire to work as a member of a dynamic team
Culture and Fit:	Openness to feedback and willingness to share ideas
	Maintains and models high standards of personal and professional integrity and confidentiality

Reports to: 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			

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

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

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			

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.