Greenfield Public Schools

Job Description

Title: Administrative Assistant to the Greenfield Public Schools School Committee

The administrative assistant to the School Committee supports the School Committee by assisting with clerical work for full School Committee meetings as well as Executive Session meetings of the School Committee. The position coordinates with the School Committee chair and Central Office/Superintendent as necessary.

Duties:

- Attend all School Committee meetings
- Attend all Executive Session meetings of the School Committee
- Document and submit all minutes of the above meetings
- Follow protocols for ensuring confidentiality of matters
- Other duties as assigned

Qualifications:

- High school diploma or greater
- Possess excellent organizational and office skills
- Accuracy in written and numerical tasks
- Proficient in Google Suite and/or Microsoft equivalent preferred
- Ability to work well with School Committee members, Superintendent, other school staff, and the public
- Ability to handle a high level of confidential information and situations
- Ability to work independently
- Ability to problem-solve a variety of situations
- Such reasonable alternatives as deemed acceptable

Reports to:

Chair of the School Committee

Evaluated by:

Chair of the School Committee

Work Year:

12-month position; as determined by School Committee meeting schedule

Salary Range:

$25.00/hr; timesheets submitted to Central Office for payment