

**ASSISTANT TO SUPERINTENDENT**  
SAU 70

**Qualifications:**

Bachelor's degree; five years' experience in an office setting, preferably with experience in editing; demonstrated supervisory experience or aptitude; demonstrated competence with computerized accounting systems, website management, e-mail, Internet browser proficiency, Excel, Word, or similar programs.

**Representative Types of Responsibilities:**

1. Assist with board meeting agenda development including writing the draft agenda and backup.
2. Maintain the district website including the timely posting of agendas and back-up materials; maintain school board policies; manage school district board meeting calendars; and post meetings and subcommittee meetings. Create new website pages as needed.
3. Oversee logistics for district meetings, including preparing and disseminating the districts' annual reports.
4. Manage Superintendent's appointments, calendar, correspondence and calls.
5. Provide support in submitting state reports for NH and VT; serve as the i4see coordinator to the NH Department of Education.
6. Provide information on private tuition and residence requirements.
7. Screen and hire substitutes.
8. Arrange criminal-background checks for all new hires, and confirm that all hires have necessary certification. Assist those pursuing certification in providing necessary documentation to the states.
9. Track submission of evaluations from building level.
10. Provide the written record of the Central Staff Development Subcommittee meetings, generate draft agendas, and circulate all material to committee members.

**Reports to:** Superintendent

**Supervises:** None

**Physical Limitations of Job:** May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

**Category:** Calendar Year, FLSA Non-Exempt

Date Adopted: 11/30/12  
Date of Last Review: 11/30/12