

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT -  
CURRICULUM AND INSTRUCTION AND HUMAN RESOURCES**

Job Title	Administrative Assistant
Supervisor	Director of Curriculum and Instruction and Director of Human Resources
Qualifications:	<ul style="list-style-type: none"> <li>● Knowledge in Microsoft Word, Excel, and PowerPoint</li> <li>● Experience with New Hampshire Department of Education i4See</li> <li>● Experience with NH Food and Nutrition</li> <li>● Ability to work professionally with employees and maintain confidentiality</li> </ul>
Purpose	To assist the Director of Curriculum and Instruction and Human Resources to maintain an efficient operations and to provide the maximum support to the education mission of the district.
Performance Responsibilities	<ul style="list-style-type: none"> <li>● Assist with onboarding and offboarding employees.</li> <li>● Keep current all employee files.</li> <li>● Coordinate and be the liaison between the school district and substitute teachers.</li> <li>● I4See Coordinator with the New Hampshire Department of Education.</li> <li>● Food and Nutrition Coordinator with the State of New Hampshire.</li> <li>● Assist with general duties of human resources.</li> <li>● Process purchase requisitions .</li> <li>● Process curriculum orders</li> <li>● Schedule meetings and make travel arrangements.</li> <li>● Ensure confidentiality of information processed by the office.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Superintendent in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*

February, 2023