The Concord School District has the following vacancy for the 2020-2021 school year:

**Administrative Assistant – Grade Level/Attendance (#135130350)**
Rundlett Middle School
7.50 hours p/day (7:30am-3:30pm inclusive of one half-hour unpaid lunch period); 5.00 days p/week; 210 days per year (10-months)
Hourly Rate Range: $15.63 - $17.85, commensurate w/experience
Start Date: September 1, 2020

Assist in operations for grade level group and maintain/track student attendance.
Must be able to work independently, have strong customer skills in working with parents, and students. Complete job description attached.

If you are interested in this vacancy, submit a job application with a letter of interest, resume, transcripts, copy of certification, and three current letters of reference to: Ms. Robyn Roy, Administrative Assistant, c/o Rundlett Middle School, 144 South St., Concord, NH 03301 or e-mail at: rroy@sau8.org.

This vacancy is posted through August 28, 2020 or until filled.

Go to [www.sau8.org](http://www.sau8.org) for a complete listing of all vacancies and to download the job application form.

cc: D. Cilley
Concord School District
Job Description

TITLE: Administrative Assistant – Rundlett Middle School Grade Level/Attendance
Group 3, CEOPA, Class 0003, 7.5 hours/day, 10 months

SCOPE OF WORK: Assist at the assigned grade level, maintain grade level attendance

QUALIFICATIONS:
- High School diploma or equivalent.
- Pleasant demeanor and ability to work in a fast-paced team environment.
- Experience with Microsoft Office Suite Excel/Word, Power School and database program applications.
- 3 years experience in an office environment preferred.
- Well organized with demonstrated ability to attend to detail. Ability to communicate orally and in writing.

REPORTS TO: Building Principal

RESPONSIBILITIES:
- Promote professional image for the Concord School District and Rundlett Middle School through maintaining student attendance
- Maintain an organized workspace which promotes professional image to external and internal visitors
- Prepare correspondence as needed
- Perform duties for other building Administrators or other related duties as assigned

EVALUATION: Annually conducted by Building Principal
PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.  N R O F C
Lift 11 to 25 lb.  N R O F C
Lift 26 to 50 lb.  N R O F C
Lift over 50 lb.  N R O F C

Twisting  N R O F C
Bending  N R O F C
Crawling  N R O F C
Squatting  N R O F C
Kneeling  N R O F C
Crouching  N R O F C
Climbing  N R O F C
Balancing  N R O F C

Work Surface(s)
Reach above shoulder height  N R O F C
Reach at shoulder height  N R O F C
Reach below shoulder height  N R O F C
Push/Pull  N R O F C

Hand Manipulation
Grasping  N R O F C
Handling  N R O F C
Torquing  N R O F C
Fingering  N R O F C

Controls and Equipment:
(list tools and/or equipment required to be used in this position)
Office equipment such as phone, calculator, computer, copier, etc.

During an 4 hour day, employee is required to:

<table>
<thead>
<tr>
<th></th>
<th>Consecutive Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td>1 2 3 4 5 6 7 8</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>Stand</td>
<td>1 2 3 4 5 6 7 8</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>Walk</td>
<td>1 2 3 4 5 6 7 8</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly