

SECRETARY TO SUPERINTENDENT

Minimum Qualifications: High school Diploma, college degree preferred. Strong clerical, organizational, public relations skills, and composition skills. Computer/word processing skills; some experience in an educational setting preferred. Such alternatives as the board may find appropriate and acceptable

Reports to: Superintendent of Schools

Essential Job Function-Distinguishing Features of the Class:

Serves as a confidential secretary to the Superintendent. Coordinates and performs office duties that support the effective management of district operations.

Performance Responsibilities-Typical Work Activities:

1. Performing complex clerical and secretarial work involving frequent detailed duties of an administrative nature.
2. Taking and transcribing minutes of meetings.
3. Exercising good judgment in establishing or adapting work procedures to new situations and in performing varied clerical and administrative services.
4. Preparing replies to correspondence from brief dictated notes or on own initiative.
5. Screening telephone calls and incoming mail.
6. Doing work that includes a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies, or procedures; setting up files.
7. Keeping appointment calendar as requested.
8. Preparing material for meetings: notices, resolutions, agendas, and related reports.
9. Maintain a regular filing system and processing incoming correspondence as instructed.
10. Responsible for building use requests.
11. Registering incoming new students and processing paperwork.
12. Prepare District School Calendar.
13. Preparing the school newsletter.
14. Maintain district policy and procedure books and administrative manual.
15. Type and maintain binder of job descriptions for all district personnel.
16. Publish employment ads and any additional articles in local newspapers.
17. Make hotel, conference reservations for the Superintendent and board members for attendance at out-of-town conventions.
18. Post board agendas and any additional documentation to the school web page and email to board members.
19. Receive and respond to all written inquiries regarding job applications or vacancies.
20. Receive and establish a file for transcripts, letters of reference, and similar documents pertinent to each job applicant.
21. Prepare transcripts for graduated students.

22. Coordinates the preparation and updating of district forms.
23. Ability to handle confidential information with complete security.
24. Meet and interact with public and employees in routine situations which require tact, discretion and courtesy.
25. Perform other related duties as needed.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Superintendent of Schools.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

6/2014