



Secretary to the Superintendent

JOB TITLE:	Secretary to the Superintendent	STATUS:	Non-exempt
REPORTS TO:	Superintendent	TERMS:	226 days
DEPARTMENT:	Superintendent's Office	PAY GRADE:	8

PRIMARY PURPOSE:

Facilitate the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

QUALIFICATIONS:

Education:

High School Diploma or GED and advanced clerical training courses

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills

Knowledge of school district organization, operations, and administrative policies

Demonstrate behavior that is professional, ethical, and responsible

Excellent organizational, communication, and interpersonal skills

Ability to maintain confidentiality of information

Ability to use personal computer, develop spreadsheets, and perform word processing functions

Experience: Three years or more of advanced secretarial experience emphasizing public relations

Prefer prior experience in executive department of public school district

JOB DUTIES/PERFORMANCE CRITERIA:

Personal Effectiveness

1. Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
2. Works cooperatively with others and maintains positive attitude in the work environment.
3. Demonstrates initiative and good judgment in problem-solving and decision-making.
4. Has good attendance and uses time productively on the job.
5. Follows district policies, rules, and regulations.
6. Accepts supervisory direction and strives to improve job skills.
7. Demonstrates tact, courtesy, and helpfulness in dealing with staff, students, parents, and visitors to the district.
8. Demonstrates professional standards in appearance and personal conduct.

Performance Effectiveness

9. Organize and manage routine work activities of the superintendent's office.
10. Maintain confidentiality of all matters for the office of superintendent.
11. Collect, organize, and prepare materials for board meetings.
12. Post official board agenda and records for board meetings and distribute accordingly.
13. Prepare board room and materials for board meetings.
14. Record minutes of executive staff and board meetings as required.



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15. Maintain physical and computerized files of board meetings, board minutes and closed session records.
16. Register board members for conferences and workshops, make necessary travel arrangements including transportation/hotel/ directions/ expenses. Process expense reports/receipts for reimbursement for board members.
17. Record and maintain board training hours.
18. Assist elections coordinator with board of trustees' elections, including all related paperwork and maintain all records related to election.
19. Prepare correspondences, memos, and reports for superintendent office.
20. Compile information and prepare reports as needed.
21. Schedule appointments and maintain superintendent's calendar.
22. Assist superintendent in complying with all local, state, and federal regulations and policies.
23. Register superintendent for conferences and workshops, make necessary travel arrangements (transportation/hotel/ directions/ expenses). Process expense reports/receipts for reimbursement for superintendent.
24. Greet visitors and respond to routine inquiries from staff and public. Refer appropriate inquires or problems to superintendent or appropriate office.
25. Answer incoming calls and handle questions from public, outside agencies, Board of Trustees and staff.
26. Maintain physical and computerized files.
27. Review mail and make necessary distribution.
28. Assist in preparation of annual budget for superintendent's office and maintain throughout the year.
29. Prepare all purchase orders, order and receive supplies, release invoices for payment and maintain inventory of department supplies.
30. Submit work orders/requests to maintenance and technology.
31. Accurate and consistent use of district software programs.
32. Notarize documents as required and maintain notary status.
33. Keep informed of and in compliance with state and district policies and regulations concerning primary job functions.
34. Receive, distribute and maintain all materials relating to district policies [TASB].
35. Attend staff development/conferences related to major responsibilities as needed or required by the superintendent.
36. Perform other duties as may be assigned by superintendent.

EQUIPMENT USED:

Computers, printers, copiers, multi-line phone systems, and calculators

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); ability to manage multiple priorities; maintain emotional control under stress; frequent contact with elementary and secondary staff, and parents, administrators, social services, other outside agencies and the public



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Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer; frequent phone interactions; frequent interruptions. Able to lift up to 35 pounds.

Personal Demands: Occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date