



Job Description Executive Secretary

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 240 Days

Experience Required: Five (5) years related work experience with increasing levels of responsibility.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Business Office.

Direct Supervisor: Assigned Director (s).

Primary Work Location: Office setting.

Certification: None.

Job Summary: Performs highly responsible, sensitive, and confidential administrative and secretarial functions primarily for the Executive Director of Academic Services, the Director of Assessment, and the Director of College and Career Readiness.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide support to the ELL Gifted and Federal Programs.
- Complete purchase orders and vouchers; place orders and sort orders as they come in and ship to the appropriate buildings.
- Prepare four different credit card statements.
- Type letters and make copies.
- Register educators for conferences; make all travel arrangements for educators including air travel and hotel; complete travel reimbursements.
- Prepare for meetings by ordering food and delivering food if necessary, make copies, prepare meeting areas.
- Type bench marking tests for K-7th grade.
- Complete and mail summer school letters; purchase summer school supplies.
- Deliver Federal Programs including Title I II III and IV; complete the initial application and paperwork and handle budget and revisions payment requests.
- Work with the Assistant Superintendent on the finance side of Title Programs including paperwork and record keeping.
- Complete tasks for other administration or departments as needed.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Standard policies and procedures in academic environment.
- Standard administrative and clerical procedures and systems.
- Formats for correspondence, reports, records, and files for assigned department.
- Proficient in Microsoft Office applications and general databases.
- District's functions and its relationships with local government and the community.

Skills

- Strong written and oral communications and relational skills.
- Strong interpersonal skills with tact and diplomacy.
- Strong organizational, managerial, and problem-solving skills with attention to detail.
- Good public relations and customer service.
- Typing 60 wpm.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Demonstrated discretion and confidentiality handling sensitive issues.
- Maintain workflow in a fast-paced environment.
- Maintain multiple projects simultaneously with deadlines and frequent interruptions.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date