

NAME:

TITLE: Secretary to the Superintendent

- QUALIFICATIONS:**
1. High School Diploma.
 2. Ability to communicate effectively with a variety of people under pressure.
 3. Ability to type at a rate of 60 wpm.
 4. Working knowledge of computers.
 5. Successful experience in using desktop publishing software.
 6. Experience equivalent to four years at the secretarial level.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 8. Certificate of good health.

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide varied and responsible secretarial and administrative support to the Superintendent of Schools and to assure the smooth and efficient operation of the central office so that the office's maximum positive impact on the educational process is realized.

TERMS OF EMPLOYMENT: Twelve month year. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PERFORMANCE RESPONSIBILITIES:

<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Emphasis</u>	
_____	_____	1. Provides secretarial and administrative support requiring independent judgment.
_____	_____	2. Compiles and assembles data for administrative review and action.
_____	_____	3. Types correspondence, reports, notices, recommendations, agendas for board meetings, and administrative meetings.
_____	_____	4. Obtains, gathers, files, and organizes data as needed, puts it into usable form, and prepares appropriate response if necessary.
_____	_____	5. Maintains calendars, arranges meetings, appointments, and travel arrangements.
_____	_____	6. Advises the superintendent, or designee, immediately of the existence of any problem deemed to warrant prompt attention.
_____	_____	7. Orders and maintains supplies as needed.
_____	_____	8. Maintains the regular filing system, as well as the confidential board files.
_____	_____	9. Assists in making arrangements for district-wide staff development meetings.
_____	_____	10. Updates and maintains Open Enrollment Students "In" and "Out". Open Enrollment Billing to other schools.

*Meets
Expectations*

*Needs
Emphasis*

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| _____ | _____ | 11. Maintains Home School Student files. |
| _____ | _____ | 12. Assists with Certified Enrollment each September. |
| _____ | _____ | 13. Updates District Calendar. |
| _____ | _____ | 14. Updates and distributes Personnel Directory. |
| _____ | _____ | 15. Posts public notice of all meetings of the Board. |
| _____ | _____ | 16. Maintains minutes of all meetings of the Board. |
| _____ | _____ | 17. Distributes and publishes a summary of each Board meeting. |
| _____ | _____ | 18. Updates the Board Policy Manual as changes or additions are made, and sends these updates to appropriate personnel and agencies. |
| _____ | _____ | 19. Places and receives telephone calls and records messages. |
| _____ | _____ | 20. Provides Notary Public services for the district. |
| _____ | _____ | 21. Assists in other central office functions as needed. |
| _____ | _____ | 22. Performs other duties as assigned. |
| _____ | _____ | 23. Provides secretarial and administrative support requiring independent judgment. |
| _____ | _____ | 24. Assists with data entry for new employees and makes up new personnel files. |
| _____ | _____ | 25. Assists with typing contracts for all employees each year and for all new employees as hired. |
| _____ | _____ | 26. Assists with typing revisions for all master contracts after settlements have been made and ensures that the master agreements are in the computer system. |
| _____ | _____ | 27. Assists in maintaining all employee's personnel files. |
| _____ | _____ | 28. Posts Vacancy Notices, advertise positions (internet). |
| _____ | _____ | 29. Prepares exhibits for fact-finding for both bargaining groups. |
| _____ | _____ | 30. Updates seniority list. |
| _____ | _____ | 31. Collects money/sends monthly insurance premiums. |
| _____ | _____ | 32. Research insurance questions/problems of district employees. |
| _____ | _____ | 33. Monitors Helpdesk for technology. |
| _____ | _____ | 34. Compiles and assembles data for administrative review and action. |
| _____ | _____ | 35. Maintains individual and departmental calendars; arranges meetings, appointments, and travel arrangements. |
| _____ | _____ | 36. Prepares correspondence from draft copy, dictation and direct instruction. |

*Meets
Expectations*

*Needs
Emphasis*

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| _____ | _____ | 37. Classifies, sorts, and files correspondence or other data and prepares appropriate response, if necessary. |
| _____ | _____ | 38. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to proper person. |
| _____ | _____ | 39. Maintains an attractive and comfortable reception area, which includes a reading table stocked with current school district publications and periodicals of general interest. |
| _____ | _____ | 40. Reports immediately the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of the visitor. |
| _____ | _____ | 41. Records receipts of revenue for all funds as required for audit practices. |
| _____ | _____ | 42. Answers office telephone and responds appropriately to requests for information; takes messages for staff members and pages appropriate personnel |

_____ Attendance

_____ Punctuality

_____ Dependability

_____ Relationship with Other Personnel

_____ Relationship with Students/Public

_____ Quality of Work

_____ Cooperation

_____ Work Habits (Neatness, Speed, Etc.)

_____ School Ethics (Confidentiality, Loyalty)

_____ Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____