

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SECRETARY TO THE SUPERINTENDENT

BASIC FUNCTION:

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
- Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
- Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
- Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff member and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
- Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
- Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.

- Attend and participate in a variety of administrative meetings.
- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.

REPRESENTATIVE DUTIES - continued:

- Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.
- Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
- Attend Board of Education meetings and take minutes.
- Prepare minutes for meetings of the Board of Education.
- Compile and prepare agendas for management and other meetings.
- Read, interpret, explain and follow rules, regulations, policies and procedures.
- Establish and maintain a variety of complex and confidential files and records.

- Organize and oversee the work of office staff.
- Compose effective correspondence independently.
- Operate a variety of office equipment including computer terminal.
- Establish and maintain cooperative and effective working relationships with others.
- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within scope of authority.

ABILITY TO - continued:

- Meet schedules and time lines.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: ASSISTANT SECRETARY TO THE BOARD

BASIC FUNCTION:

Provide specialized secretarial and administrative support to the Board of Education; prepare Board meeting agenda material, minutes and correspondence; maintain official records of Board meetings.

REPRESENTATIVE DUTIES:

- Attend school Board meetings.
- Prepare Board meeting agenda materials for Superintendent's Cabinet meeting and Board meetings.
- Prepare booklet of agenda topics to be considered at each Board meeting for the year.
- Prepare rough draft of Board minutes for Superintendent's approval and proofread final form of Board minutes; prepare index sheet and sheet showing actions and motions on each item acted on at Board meeting.
- Notarize legal documents and requests for leaves of absence from official minutes.
- Type and maintain records of business transactions at Board meetings and locate daily requests for information from past Board meetings.
- Prepare Executive Session meetings; assist principals at schools hosting Board of Education meetings.
- Draft correspondence for signature of Superintendent; prepare invoices for per diem for Board members.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Functions, programs and organizational policies of the District.
- Function and procedures of board meetings.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Record-keeping techniques.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform a variety of complex and responsible secretarial duties in support of the Board including preparing Board agenda, taking, transcribing and distributing official Board minutes and maintaining related records and files.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.

ABILITY TO -continued:

- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Secure and maintain confidence of officials, employees and the general public.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Understand and work within scope of authority.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible secretarial experience including two years in an educational admi

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: PROPERTY RECORDS AUDITOR

BASIC FUNCTION:

Coordinate equipment inventory, identification, marking and auditing; produce, update and audit completed inventories for the school system and forward to Management Information Services for processing.

REPRESENTATIVE DUTIES:

- Gather sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately record and audit the information on the proper forms including State paid vocational inventory.
- Assure that equipment is identified with proper stencil and etching information at time of inventory.
- Submit completed inventory forms to Management Information Services for processing and edit computer reports for accuracy.
- Communicate the proper inventory procedures to various personnel in the local schools, system-wide service office locations and various programs.
- Work with various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update inventories.
- Audit various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports.
- Work with the superiors in analyzing the work of the unit and updating inventory procedures when necessary.
- Assist the superiors in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Equipment and furniture used in the school system.
- Computerized inventory systems and procedures.
- Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
- Preparation, maintenance, verification and processing of payroll records.
- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.

KNOWLEDGE OF - continued:

- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Basic math.
- Principles of training and providing work direction.

ABILITY TO:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Prepare, verify, process and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.
- Perform accurate inventory and auditing functions.
- Prepare reports and maintain appropriate records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in accounting, purchasing or related functions.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: PERSONNEL ASSISTANT

BASIC FUNCTION:

Perform a wide variety of responsible personnel clerical duties in the areas of recruitment, substitute employees, orientation and worker's compensation; prepare and maintain personnel records, files and related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

REPRESENTATIVE DUTIES:

- Perform a wide variety responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation and worker's compensation.
- Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, and personnel regulations, policies and procedures.
- Receive and document messages and correspondence regarding teacher and classified employee absences; notify school or office of absences and respective substitutes.
- Arrange for teacher substitutes as necessary; maintain records regarding teacher substitutes.
- Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
- Recruit and place advertisements for substitute and certificated personnel; place ads in appropriate media; obtain background information and review for compliance.
- Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation; process salary placement forms making changes as required.
- Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.
- Prepare, type, update, maintain and process a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.
- Compose and type letters, memoranda, lists and other materials according to established procedures.

- Operate office equipment, such as a typewriter, computer terminal, printer, calculator, answering machine, copier and multi-line telephone.
- Order and maintain office supply inventories.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Personnel office methods, practices and procedures.
- District organization, operations, policies and objectives relating to personnel activities.
- Applicable sections of State Education Code and other applicable laws regarding assigned personnel activities.
- Record-keeping techniques.
- Operation of a computer terminal and other office equipment.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform responsible personnel clerical duties in the areas of teacher substitutes, recruitment, placement, and workers compensation.
- Maintain personnel records and files and prepare related reports.
- Learn and apply rules, regulations involved in assigned activities.
- Learn and apply applicable sections of State Education Code and other applicable laws.
- Maintain the security of confidential materials.
- Appropriately apply personnel rules and related procedures.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year responsible clerical experience.