

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Superintendent's Secretary

QUALIFICATIONS:

1. Certification of good health signed by a licensed physician.
2. High school diploma including courses in business English and mathematics.
3. Two years of post-secondary training and five years job experience as a secretary; or graduation from a recognized school of secretarial skills and two years job experience.
4. Demonstrated ability to utilize word processing equipment as well as perform data entry.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist and relieve administrative supervisor of paperwork and impediments so that he/she may devote maximum attention to the central problems of education and educational administration.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routine for the Superintendent and the Director of Business Affairs, including correspondence, reports, notices, recommendations, agendas for board and administrative team meetings, Superintendent's Advisory, Key Communicators and retired teachers.
2. Assists in follow up after Board meetings.
3. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
4. Organizes district-wide Staff Recognition Program.
5. Maintains a schedule of appointments, and makes arrangements for meetings and/or conferences and catering.
6. Distributes IBB Team correspondence and minutes.
7. Performs bookkeeping and billing tasks associated with rental of facilities, and other district-level billing.
8. Maintains accounts receivable file for district-wide billing.
9. Records revenue to proper accounts.
10. Maintains a regular filing system as well as a set of locked confidential files.
11. Places and receives telephone calls, records messages, and updates district voice mail recording.
12. Maintains proficiency in operation of computer software (word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.
13. Maintains and updates necessary sections of the district's annual audit report.
14. Assist with distribution for employment contracts.

Page 2 – Superintendent’s Secretary

- 15. Assists the Curriculum Director in preparation of Board Goals for Board approval.
- 16. Prepares annual paperwork for activities for United Way to present at North Scott.
- 17. Contacts Level II Investigator and prepares yearly contract.
- 18. Back-up secretary for US mailings.
- 19. Back-up secretary for sub caller secretary.
- 20. Such other duties as directed by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be according to the current schedule

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Non-Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

(The preceding job description contains only performance responsibilities.)

5/2/05