

POSITION DESCRIPTION

**TITLE: EXECUTIVE SECRETARY
BOARD AND SUPERINTENDENT**

TYPE: Confidential
Non-Exempt

REPORTS TO: Superintendent

POSITION SUMMARY:

The primary purpose of this position is to provide executive secretarial support to the Superintendent and the Board of Education and to act as a liaison between the Board and Superintendent and the staff and public. Additional responsibilities include oversight of the District Office main office functions and District receptionist duties as needed.

MINIMUM QUALIFICATIONS:

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Two years college coursework or equivalent related training in secretarial or related field.
4. Three years experience in secretarial or related positions.
5. Background and Criminal History Clearance.
6. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
7. Skill in leadership and facilitation including problem solving and conflict resolution.
8. Understanding of effective teamwork and collaboration techniques.
9. Excellent organizational skills for effectively managing multiple tasks.
10. Ability to understand and follow oral and written instructions.
11. Advanced understanding and ability to use modern office procedures and technology.
12. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Conducts efficient and effective operation of the office, including maintaining and ordering equipment and supplies, answering phones and taking messages, responding to inquiries, providing information, and referring staff and visitors.
4. Maintains a secure filing system and records related to District Administration and Board operations.
5. Maintains appointment schedule for the Superintendent and makes arrangements as necessary for Board meetings and other meetings and conferences, including room setup and hospitality.
6. Assists Superintendent and Board as needed with preparation, formatting, and processing of correspondence, reports, and other documents.
7. Publishes all legal notices regarding district business.
8. Maintains updated District Board Policies.

9. Collects, maintains, and distributes accurate information regarding student enrollment and attendance.
10. Assists as needed with District Office reception duties.
11. Assists in the preparation of Board agendas and distributes advance copies of agendas and supporting materials to Board and cabinet members.
12. Provides public notice of all Board meetings as directed by the Superintendent and required by law.
13. Takes minutes of all Board meetings and supplies copies to Board members, cabinet members, and others as requested.
14. Assists Board members as requested with information and clerical tasks.
15. Provides information to district administrators and auditors as requested.
16. Operates office equipment as needed.
17. Assists other department staff when needed to ensure timely completion of specific department tasks.
18. Develops and submits reports as required by supervisor.
19. Follows all safety rules.
20. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
21. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
22. Assists parents and community members as needed.
23. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
24. Complies with professional development activities as required by the District.
25. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
26. Holds expectations for high performance of self.
27. Assesses results of performance for improvement on a regular basis.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
33. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.

5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days, subject to change. May include extended hours or days as directed. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date