ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION

CONFIDENTIAL SECRETARY, SUPERINTENDENT/BOARD OF EDUCATION

Department: Superintendent/Board
Immediate Supervisor: Superintendent
Date: June 2007

GENERAL DUTIES: Assists Superintendent, Board of Education Members and District Administrators by performing secretarial duties, such as typing, responding to telephone calls and maintaining files. Acts as liaison between District and community, Superintendent and parents, and Superintendent and staff.

***ESSENTIAL REQUIREMENTS*:**

A. High school diploma plus two years secretarial experience or training.
B. Computer experience with the ability to do word processing at 60 wpm on a time test.
C. A high degree of proficiency in use of personal computer with working knowledge of word processing, spreadsheet programs and graphs.
D. Ability to read and interpret documents such as organizational policies, safety rules, operating and maintenance instructions and procedure manuals.
E. Ability to write routine and complex reports and correspondence.
F. Ability to speak effectively before groups of people.
G. Ability to adjust to varying work assignments, to work well with other employees, professional staff and the public.
H. Shorthand or Brief hand proficiency very desirable.
I. Ability to maintain confidentiality of information.
J. Ability to work independently.
K. Ability to transcribe from a tape recorder or Dictaphone.
L. Other qualifications as deemed necessary by Superintendent or School Board.
M. Ability to proofread and edit documents.
N. Physical requirements which may include:

1. In an eight-hour day the employee may:
   a. Stand.walk 1 – 4 hours
   b. Sit 5 – 8 hours
   c. Drive 1 – 2 hours
2. Employee may use hands for repetitive:
   a. Single grasping
   b. Pushing and pulling
   c. Fine manipulation
3. Employee may need to occasionally:
   a. Bend
   b. Squat
   c. Climb stairs and ladders
   d. Lift
4. Noise Level in the work environment is usually moderate to loud.

ESSENTIAL RESPONSIBILITIES:

1. Provides secretarial support to Superintendent and Board of Education Members.
2. Contacts administrators for agenda items for the Board & Administrative meetings/minutes.
3. Prepares and distributes meeting agenda packets.
4. Takes committee and Board meeting minutes.

5. Performs a variety of special projects.
6. Prepares/types correspondence, purchase orders, forms, etc.
7. Answers phones, responds to routine questions, schedules appointments or routes calls to appropriate persons.
8. Provides support and guidance district-wide to secretarial staff.
9. Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
10. Maintains general office files.
11. Maintains Board Policy Manuals per the District.
12. Attend evening Board meeting, Budget Committee meeting & other meetings as designated by Supervisor or Board.
13. Assist in coordination of district-wide activities (i.e. in-services)
14. Basic budget tracking and reporting.
15. Collect district data and information for use in publications and other informational pieces.
16. Other duties as assigned by Superintendent.

SALARY: As approved by the school board.

EVALUATION: In accordance with district policy.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
requirements of the job description.

Employee Signature _____ **Date**_____