Job Title:	Superintendent Secretary	Non-Exempt
Reports to:	Superintendent	
Dept./School:	Superintendent's Office	

Primary Purpose:

Ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Work under general supervision and direct the work of clerical employees assigned. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient keyboarding, word processing, and file maintenance skills
Knowledge of school district organization, operations, and administrative policies
Excellent organization, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience:
Three years or more advanced secretarial experience with extensive contact with people
Prior experience in executive office of public school district or another entity

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare and post official board agenda and records.
2. Record minutes of executive staff and board meetings as required.
3. Collect, organize, copy, and bind all materials for board meetings; distribute to board members.

4. Prepare all correspondence, memoranda, and reports for superintendent using personal computer.

5. Compile information and prepare reports as needed.

6. Distribute board materials to administrators, principals, and media.

Reception and Phones

7. Schedule appointments and maintain superintendent's calendar.

8. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to superintendent.

9. Answer incoming calls and handle questions from public, outside agencies, board of trustees, and staff.

Other

10. Organize and manage routine work activities of the executive office.

11. Maintain physical and computerized files, including board minutes and closed session records.

12. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.

13. Review and distribute mail.

14. Maintain confidentiality of information.

Supervisory Responsibilities:

May supervise schedules and work assignments of the office clerk and central receptionist.

Equipment Used:

Personal computer, printer, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: **Date:**