

Coosa County Schools Job Description

JOB TITLE: SECRETARY TO THE SUPERINTENDENT/HUMAN RESOURCES

QUALIFICATIONS:

1. High school diploma or equivalent; other formal education desirable or at least three years' secretarial experience.
2. Proficient in the use of computer programs; keyboarding skills required.
3. Competent in the use of office equipment, office procedures and practice.
4. Background clearance through FBI and ABI process.

REPORTS TO: Superintendent

JOB GOAL: To perform clerical services and assist with administrative duties to support the functions of the Superintendent's office in a manner that is efficient and promotes good public relations.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Greet and assist visitors; answer phone, transferring calls or taking messages as needed; respond to emails and other correspondence; retrieve and sort mail; distribute packages that are received.
3. Report office maintenance needs to appropriate personnel; maintain supplies for office machinery.
4. Compose and/or update required documents, forms, and reports as needed, maintaining files for documentation.
5. Facilitate establishment of school calendar.
6. Provide confidential assistance to the Superintendent as requested.
7. Prepare and disseminate agenda, notification, and documentation for Board meetings; prepare minutes for each meeting and complete supporting paperwork for each item on the agenda as required; record Board minutes in the official record book; keep and maintain all official Board meeting records.
8. Post and solicit bids and present to Board for approval; maintain bid files.
9. Maintain fleet, property, and general liability insurance files.
10. Prepare and submit data collection and reports to State Department as required promptly.
11. Participate in professional development to gain knowledge and skills required for effective job performance.
12. Post current job vacancies via ALSDE website, district website, system email and bulletin boards; maintain vacancy and application/interview files.
13. Maintain certified, support, and substitute personnel files; keep files current, moving inactive employee files to appropriate location.
14. Maintain current personnel and role assignments in State Education Directory.
15. Initiate files for new employees, verifying all required documentation is received. Communicate requirements to new employees. Provide personnel information for new employees to CSFO as needed.
16. Assist employees with certificate application and certificate renewal processes.
17. Assist former employees with record requests as needed.

18. Assist with fingerprinting process for background clearance.
19. Document employee professional development in state-supplied program.
20. Be familiar with and follow system policies.
21. Maintain proper and professional relationship with students, parents, other employees, and the public.
22. Maintain the confidentiality of information pertaining to students, staff, and school system.
23. Perform such other tasks and assume such other responsibilities as the Superintendent and Board of Education may assign.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.