

**SCHOOL DISTRICT OF DESOTO COUNTY**  
**SECRETARY TO THE SUPERINTENDENT/SCHOOL BOARD**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Five (5) years experience in an advanced secretarial position.
- (3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the school system and the community. Knowledge of school district procedures and programs. Knowledge of district finance and budget procedures. Thorough knowledge of grammar and spelling. Skill in diplomatic problem solving. Skill in handling complaints in a professional, courteous manner. Ability to take and transcribe dictation with a high degree of accuracy. Ability to organize and establish priorities. Ability to handle multiple tasks in a professional and courteous manner. Ability to communicate effectively with administrators, school board members, district staff and the public. Ability to maintain confidentiality. Ability to use computer applications including word processing and spreadsheets proficiently. Ability to use various office equipment. Ability to make decisions recognizing established procedures and practices, and to handle routine administrative details independently. Ability to understand and follow complex oral and written instructions. Ability to compose letters and memoranda. Ability to proofread and edit. Ability to work at evening meetings.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To assist the Superintendent and School Board in conducting the administrative operations of the school system efficiently and effectively.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Perform a variety of complex clerical secretarial and administrative activities for the Superintendent/School Board members.
- \*(2) Serve as receptionist for the Superintendent/ Board by answering telephones, handling all incoming and outgoing mail; screening, greeting, announcing and routing visitors.
- \*(3) Schedule all appointments and meetings.
- \*(4) Maintain the calendar for the Superintendent/Board.
- \*(5) Process all necessary paperwork for annual organization of the Board and newly elected Board members.
- \*(6) Organize and coordinate meetings and workshops for the Superintendent, including space, time and place; inform participants of topics to be discussed and provide background information if necessary.
- \*(7) Work directly with Superintendent and administrators in the preparation of the official agenda for Board meetings and workshops.

*Updated: April 23, 2024*  
*Effective Date: July 1, 2024*

## SECRETARY TO THE SUPERINTENDENT/SCHOOL BOARD (Continued)

- \* (8) Prepare legal notices.
- \* (9) Oversee the distribution of the Board agenda with attachments.
- \* (10) Serve as recording secretary at Board meetings and workshops.
- \* (11) Prepare minutes of Board meetings and workshops in final form for distribution, approval and permanent record.
- \* (12) Index all minutes as permanent records and display all minutes and agendas on the website.
- \* (13) Perform positive public relations activities with division heads, School Board members, city and county officials, school staffs, parents and the community.
- \* (14) Make all travel and accommodations arrangements for the Superintendent/ Board Members.
- \* (15) Facilitate the travel, purchase orders, calendar, training and inservice for the Superintendent/School Board Members.
- \* (16) Review outgoing correspondence for accuracy and completeness.
- \* (17) Compose letters and memoranda, complete correspondence and compile research material as needed by the Superintendent/ Board Members.
- \* (18) Maintain the School Board Rules.
- \* (19) Maintain a copy of Florida Statutes.
- \* (20) Select, order and maintain adequate office supplies and equipment.
- \* (21) Prepare payroll account sheets for submission.
- \* (22) Assist staff and public in research of public records.
- \* (23) Conduct extensive research as requested.
- \* (24) Process electronic forms.
- \* (25) Demonstrate initiative in the performance of assigned responsibilities.

### **Inter/Intra-Agency Communication and Delivery**

- \* (26) Receive incoming correspondence and U.S. mail; open, evaluate, copy and disseminate mail.
- \* (27) Handle calls and requests for information.
- \* (28) Screen parent/community complaints and/or concerns for referral to proper division.
- \* (29) Maintain a working relationship with other governmental agencies.
- \* (30) Exercise a service orientation when working with others.
- \* (31) Respond to inquiries and concerns in a timely manner.
- \* (32) Keep Superintendent informed of potential problems or unusual events.
- \* (33) Serve on district committees as assigned.
- \* (34) Use effective, positive interpersonal communication skills.
- \* (35) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \* (36) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (37) Maintain up-to-date knowledge of rules and regulations.
- \* (38) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \* (39) Participate in cross-training activities as required.
- \* (40) Cover the office of the executive assistant to the superintendent when necessary.

### **Systemic Functions**

- \* (41) Review relevant items for Board agendas.
- \* (42) Order awards for students and others for presentation at Board meetings.
- \* (43) Represent the district in a positive and professional manner.
- \* (44) Prepare or assist in the preparation of required reports and maintain appropriate records.
- \* (45) Follow federal and state laws and School Board policies.

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**SECRETARY TO THE SUPERINTENDENT/SCHOOL BOARD (Continued)**

- \*(46) Demonstrate support for the school district and its goals and priorities.
- \*(47) Ensure adherence to good safety standards.
- \*(48) Assist in interpreting statutes, Department of Education rules and programs, policies and procedures of the district as they relate to assigned responsibilities.

**Leadership and Strategic Orientation**

- \*(49) Assist in implementing the district's goals and strategic commitment.
- \*(50) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(51) Set high standards of work and personal ethics and promote professional growth for self and others.
- \*(52) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(53) Maintain confidentiality regarding school/workplace matters.
- \*(54) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, delivery of services and evaluation of services provided.
- \*(55) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(56) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment
- \*(57) .Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**COMPENSATION:**

Compensation for this position is Pay Lane **E06**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.