CLARKSDALE MUNICIPAL SCHOOL DISTRICT
SECRETARY TO THE SUPERINTENDENT
JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years of successful secretarial/clerical experience
   or
   Certificate of secretarial science and two (2) years of secretarial/clerical experience.
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic recordkeeping procedures. Knowledge of standard office practices and procedures. Skill in typing/word processing and use of personal computers/software. Skill in composing letters and preparing reports. Ability to communicate effectively orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in conducting the administrative operations of the school system through positive public relations, a high level of efficiency and knowledge of office practices, procedures and modern technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Receive and screen telephone calls and visitors; assist visitor or caller by answering questions or providing information regarding office/district policies or procedures and by utilizing thorough knowledge of office operations; determine when referral to supervisor, appropriate staff member or other office is appropriate.
2. Type/word process, format and proofread materials such as manuscripts, technical documents, forms, vouchers, and correct grammatical, punctuation and spelling errors.
3. Type/word process from rough draft.

SECRETARY TO THE SUPERINTENDENT (Continued)

4. Organize, establish and maintain record-keeping systems for correspondence, documents, materials or records for an administrative function.
5. Record or log incoming information and follow-up on missing or incomplete information.
6. Schedule appointments for Superintendent as directed utilizing knowledge of priorities and prearranged plans.
7. Prepare daily itineraries and assemble necessary background materials for Superintendent.
8. Attend meetings to record and report on proceedings.
9. Assemble, research and summarize information from various resources; compile data to prepare special or recurring reports for Superintendent or other work unit members.
10. Arrange meetings, schedule conferences, facilities and services as directed by the Superintendent; notify attendees or participants of time and place.
11. Assemble and distribute or mail forms and general information requested by visitors or the general public.
12. Interact with employees, parents, or outside agencies to relay information on policies, procedures or unit activities; initiate responses to inquiries and requests for information by composing correspondence of a nontechnical nature such as explanation of established policies or procedures.
13. Handle personnel or other administrative forms for office and forward for processing.
14. Initiate supply or work order requests submitting to Superintendent for approval.
15. Operate office equipment such as personal computers, scanners, typewriters, calculators, and copiers.
16. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

17. Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
18. Follow attendance, punctuality and other qualities of an appropriate work ethic.
19. Ensure adherence to good safety standards.
20. Maintain confidentiality regarding school/workplace matters.
21. Model and maintain high ethical standards.
22. Maintain expertise in assigned area to fulfill position goals and objectives.
23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

24. Exercise service orientation when working with others.
25. Keep supervisor informed of potential problems or unusual events.
26. Use effective, positive interpersonal communication skills.
27. Respond to inquiries and concerns in a timely manner.

SECRETARY TO THE SUPERINTENDENT (Continued)

28. Serve on school/district committees as required or appropriate.

System Support

29. Exhibit interpersonal skills to work as an effective team member.
30. Follow federal and state laws as well as School Board policies, rules and regulations.
31. Demonstrate support for the school district and its goals and priorities.
32. Demonstrate initiative in identifying potential problems or opportunities for improvement.
33. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
34. Participate in cross-training activities as required.
    Perform other tasks consistent with the goals and objectives of this position.

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.

EVALUATION:

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