

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT*

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years responsible experience in complex secretarial work or a combination of training and experience.
- (3) Type and take and transcribe dictation accurately at a prescribed rate of speed.
- (4) Computer and word processing proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations, and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner.

REPORTS TO: SUPERINTENDENT

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of Secretary to ensure the smooth and efficient operation of the Superintendent's office.

SUPERVISES:

N/A

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Serve as secretarial assistant to the Superintendent by planning, initiating, and carrying to completion clerical, secretarial and administrative activities.
- 2) Maintain the Superintendent's calendar, including appointments, travel, deadlines, and commitments.
- 3) Prepare and disseminate agendas for School Board meetings.
- 4) Attend all School Board meetings and assist the Superintendent as secretary to the Board in maintaining minutes and other records.
- 5) Maintain and publish School board agendas, supporting documents, and approved minutes on the District approved website.
- 6) Develop materials for the Superintendent's use for presentations, conferences, and workshops.
- 7) Compile background data and information on issues and/or topics as requested by the Superintendent.
- 8) Advertise, disseminate, and keep accurate records of approved School Board policies and maintain all policies on the District approved website.
- 9) Serve as secondary finger printing technician. Conduct finger printing services and collect required fees.
- 10) Prepare purchase orders for the Superintendent's office as needed.

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- 11) Perform bookkeeping tasks as needed.

Inter / Intra-agency Communication and Delivery

- 12) Communicate with School Board members and District and school administrators concerning School Board meetings, official functions, meetings, and any other pertinent information.
- 13) Assist School Board members as directed by the Superintendent.
- 14) Interface with others concerning items that are needed after School Board approval and make required copies or agenda attachments.
- 15) Answer the telephone and greet visitors in a courteous and professional manner.
- 16) Receive and route telephone calls, and answer questions and refer to appropriate Director.
- 17) Receive, log, and route all mail received by the District and Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- 18) Keep the Superintendent informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- 19) Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
- 20) Assist in training any District clerical personnel assigned to the Superintendent's office.
- 21) Participate in training sessions to keep up-to-date and enhance skills and knowledge.
- 22) Respond to requests from the staff or public as directed by the Superintendent.
- 23) Demonstrate initiative in the performance of assigned responsibilities.
- 24) Model and maintain high ethical standards.
- 25) Follow attendance, punctuality, and proper dress rules.
- 26) Maintain confidentiality.

System Support

- 27) Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
- 28) Keep current all information of Board Scholarship Fund and annual recipients.
- 29) Prepare required reports and maintain all appropriate records.
- 30) Follow all School Board policies and procedures.
- 31) Demonstrate support for the School District and its goals and priorities.
- 32) Perform other duties as assigned by the Superintendent.

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: (12 Month Personnel)

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.

APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 05/24/2023

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EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date

May 24, 2023
FCSB Approval Date

* Confidential Employee. Not eligible for union participation.