

## **SUPERINTENDENT'S SECRETARY**

### **POSTION TITLE:**

Secretary to the Superintendent

### **PRIMARY FUNCTION:**

Assume major responsibility for payroll records, withholdings, social security, and receptionist in the central office: personnel records.

### **KEY DUTIES:**

1. Receive and route all incoming calls and guests in superintendent's office.
2. Serve as receptionist in the central office.
3. Maintain files of employees' health records, teaching certificates, placement office credentials, and transcripts.
4. Maintain ridership transportation records.
5. Maintain substitute certificates.
6. Sort mail.
7. Maintain purchase orders.
8. Submit required reports (IRS, Social Security, Teachers Retirement, Non-Teacher Retirement, Medicaid billing, Ect.).
9. Type letters and memos as required by the Superintendent and elementary principal.
10. Maintain an accurate accounting of petty cash.
11. Deliver deposits to the bank as needed.
12. Complete monthly attendance reports.
13. Deliver outgoing mail to post office.
14. Prepare and process employee insurance documents.
15. Order and distribute supplies.
16. Assist parents with free lunch and Medicaid applications.
17. Assume any other task as may be assigned by the Superintendent.

### **QUALIFICATIONS:**

High School Education and at least two years clerical or accounting experience.

### **ORGANIZATIONAL RESPONSIBILITY:**

Will be responsible to the Superintendent of Schools and districts business manager.

### **WORK SCHEDULE:**

7:30 a.m. till 3:30 p.m. daily, Monday through Friday, Schedule is as follows 2 weeks before the teachers and 2 weeks after the teachers, 201 work days. Days off during the school year follow the annual approved school calendar.

**SALARY:**

Salary will be set by the Boards of Education annually.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to sit at a desk for the major part of a day, with intermittent walking, standing, and lifting of up to 15 pounds. Many situations require hand motion, e.g. , computer keyboard, typing, and writing. Specific vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. The employee frequently works within time constraints and maintains attentiveness intensity. The employee frequently exercises flexibility (ability to shift from one task to another).