



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Executive Secretary
DEPARTMENT	Administration
LOCATION	Central Office
REPORTS TO	Superintendent, COO, CAO
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 26: \$30.84/hr - \$39.70/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	The Executive Secretary is responsible for performing highly complex and confidential administrative and clerical responsibilities. Provides support to executives and manages access, calendars for meetings, schedules and coordinates travel. Creates letters, memos, reports, and agendas as required for CCPS, Board of Education, Maryland State Department of Education (MSDE), Calvert County Commissioners, Governor and Legislative Offices. Organizes all meeting logistics. Greets district visitors and provides in person and virtual customer assistance via phone or email. Additionally, this role assists in the management of federal-funded grants, as well as the Superintendent's Budget and serves as a back-up to the Assistant to the Superintendent and Board of Education.

EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. Associate's degree (AA) with coursework in business education training or comparable work experience preferred
2. Five (5) years of successful secretarial or administrative assistant experience.
3. Ability to type accurately at a speed of not less than 50 correct words per minute and to pass the clerical test given by Calvert County Public Schools.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of employment, the candidate must have:

1. Perform work in a setting with many interruptions and transcribe from video or audio recording, handwritten drafts or verbal dictation.
2. Must have or be able to quickly acquire knowledge of the school system structure (mission, goals and objectives), policies and procedures, practices, responsibilities and organizational structure.
3. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
4. Must have a sound knowledge and ability in business correspondence and proofreading grammar, spelling and punctuation with a high degree of accuracy.
5. Exceptional oral and written communication, organizational, interpersonal and customer service skills
6. Ability to maintain strict confidentiality in regard to work performed and information learned from position.
7. Must be proficient in a Microsoft 365 environment, including word processing, excel, PowerPoint, One Note and Teams.
8. Ability to handle multiple interruptions and adjustments to priorities throughout the day.
9. Basic understanding of grant requirements.
10. Must be able to learn quickly to use the software programs of the department.
11. Must have office management experience.
12. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
13. Strong ability to actively learn, listen and think critically in order to meet job expectations.
14. Ability to speak effectively in public and to compose concisely and clearly.
15. Ability to work within a team setting with multiple contributors on projects.
16. Ability to multi-task projects, people and events to get the job done.
17. Willingness to learn new things and eagerness to acquire new skills.
18. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Serves as the front line to the superintendent and the executive team using exceptional organizational skills to manage multiple calendars based on competing priorities.
2. Responds to public inquires on the telephone and in person with visitors to the executive office. Provide information and assistance to the public in a courteous manner and with sensitivity to a diverse audience.
3. Resolves complaints with the scope of information and authority and refer to others, as appropriate.
4. Assists in building agendas organizing supporting documents, and taking minutes for meetings.
5. Assists in the management of the Superintendent's budget such as budget preparation, credit card purchase, purchase orders, and tracking expenditures.
6. Creates, formats, produces and edit correspondence and other written materials for internal use of the school system.
7. Designs a number of specific public documents such as the annual report, parent handbook, the system's school calendar, brochures and flyers on programs, newsletters, and specific reports at the request of the Board members and the Superintendent.
8. Initiates, proofs, and finalizes correspondence on a variety of matters requiring an in-depth understanding of educational programs, as well as school system policies and procedures.
9. Uses system applications to generate applicable reports needed.
10. Operates office equipment including copiers, computers and scanners; organize and maintain electronic document filing.
11. Possesses an understanding of the public-school employer's posture in the collective negotiation process (confidential employee).
12. Manage federal and state grant funds as needed.

13. Submit required reports and information to the Calvert County Board of Education, Commissioners, Maryland State Department of Education (MSDE), and Governor's Office.
14. Disseminates the MSDE weekly transmittal to the appropriate department directors/supervisors.
15. Updates the administrative webpage as needed ensuring accessibility and accurate content.
16. Acts as a resource for other staff concerning format, procedures, and standard practices in relation to the Superintendent's office.
17. Researches and coordinates various activities and details associated with meetings, retreats and business trips.
18. Provides administrative and clerical support for the Superintendent, Chief Academic Officer, and Chief Operations Officer.
19. Supports in the coordination of system meetings and events

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Performs related work as required or assigned by the Superintendent or Executive Staff.
2. Serves as a back-up to the Assistant to the Board of Education.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

1. Ability to sit at a workstation for extended periods.
2. Occasional ability to lift, carry and move parcels weighing up to 25 pounds.

UNUSUAL DEMANDS

None

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.