



Carlynton School District Job Description

Position: Confidential Secretary for Administrative Services

Reports to: Assistant Superintendent

Qualifications:

- Minimum of five years of secretarial and/or administrative assistant experience.
- Previous executive-level administrative assistant experience preferred.
- Knowledge of school district-specific procedures and related software packages preferred which may include, but not limited to:
 - School financial procedures and budgeting – ProSoft Financial Software
 - Curriculum development procedures – Atlas Curriculum Mapping Software
 - Student information systems – PowerSchool SIS
 - Act 48/45 Professional Development Reporting – Edulink Comply Software
 - Employee Absence Management – Frontline AESOP
- Keyboarding skills (minimum 40 wpm) and satisfactory completion of District's secretarial test.
- Knowledge of personal computer operations, including the ability to work in multiple computer programs on a daily basis and experience with major word processing and spreadsheet programs. Ability to use the Internet, access databases, design spreadsheets, utilize desktop publishing, and create various forms. Proficiency in Microsoft Word, Microsoft Excel and Microsoft Outlook. Ability to use presentation and Web page software to perform job responsibilities.
- Excellent organizational, interpersonal, and communication skills.
- Mastery of proper written English, including proper grammar, punctuation, and spelling.
- Mathematical aptitude.
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational, and communication skills.
- Maturity and ability to deal harmoniously with all types of people and personalities.
- Discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between and among Board members, staff, and other stakeholders.
- Willingness to upgrade skills.
- Ability to perform the above responsibilities at a high level.

Administrative Office Support

1. Performs general office duties, including but not limited to telephone/e-mail, processing incoming and outgoing mail, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and monthly reports.

2. Screens phone calls, voicemails, and recording messages.
3. Assists with the typing, copying, proofreading, and distribution of collective bargaining agreement proposals during negotiations.
4. Types administrative employee evaluations as applicable.
5. Assists in creating agenda items and uploads related documents to BoardDocs for the school board agenda.
6. Maintains digital and manual filing systems for the Assistant Superintendent's office, including file maintenance, retention, and processing of correspondence and materials.
7. Coordinates any travel arrangements for professional development meetings, workshops, and/or conferences for the Assistant Superintendent.
8. Creates online surveys in order to solicit feedback from various stakeholder groups.
9. Maintains all distribution lists for the Assistant Superintendent's office (email distribution lists, mailing labels, telephone lists, etc.)
10. Creates, drafts, and sends out congratulatory cards, sympathy cards, and thank you cards as directed by the Superintendent and Assistant Superintendent. Assists in preparing and mailing holiday cards to all employees and others as designated by the Superintendent and Assistant Superintendent.
11. Drafts and sends Assistant Superintendent's correspondence to various stakeholders.

Communications and Development

1. Promotes high-quality internal and external communication systems with open, two-way engagement that maintain positive relationships.
2. Creates and publishes clear, consistent and common expectations for communications.
3. Creates and maintains contact information for points of contact for District departments, student organizations, parent organizations and community organizations and posts on the District's website.
4. Creates clear communication flowcharts for stakeholders so they understand the chain of command for asking questions and/or sharing concerns for District departments, student organizations, parent organizations and community organizations and post on the District's website.
5. Develops common expectations for employees in how they respond to questions
6. Supports the administration and members of the Board of Education in their efforts to engage the community around District issues and initiatives as well as provide transparency in order to improve public perceptions about the District.
7. Creates and distributes a monthly Board of Education Highlights eNewsletter.
8. Assists the administration with promoting brand identity for the District and builds upon that image and reputation.
9. Promotes a positive reputation with stakeholders on an ongoing basis.
10. Researches and recommends new branding for the District.
11. Employs consistent digital communication strategies that establish the District's brand identity and enhance its reputation.

12. Creates partnerships with the local newspaper and media outlets to advertise to community members who may not have students in the School District.
13. Assists in developing strategies to increase the District's use of social media to improve community engagement.
14. Assists in managing the District's social media channels by posting articles of interest, informational items, and celebrating successes.
15. Assists in managing the District's website
16. Distributes school and District-level email newsletters ("eBlasts") as needed to keep families, staff, and other subscribers informed about student success stories, initiatives, and dates to remember.
17. Monitors Website, electronic newsletter, and social media usage statistics and uses this data to improve information campaigns.
18. Maintains and regularly updates a file of community organizations and their officers, resident mailing lists, and community group mailing lists with clearly expressed interests in educational affairs.
19. Assists in the creation of district publications such as newsletters, magazine articles, news articles, and press releases.
20. Distributes information to staff/students from outside organizations.
21. Answers or forwards routine inquiries, including correspondence received for the Assistant Superintendent, and routes other documents to appropriate personnel.
22. Understands, appreciates, and is sensitive to the entire School District's culture. Acts as liaison with Administration, the Board of Education, parent groups, constituent groups, support personnel and the media via public relations.
23. Assist with Right-to-Know requests and completion of process.
24. Assist with community partnerships including invoicing, corresponding with community partners to obtain design files for sponsorship placement, maintain progress, and providing updates, as requested.
25. Maintain inventory and distribution of Carlynton-branded items.
26. Supports and assists in the coordination of Administrative initiatives that bring advertising revenue to the School District, in accordance with applicable Board policies. Examples may include, but are not limited to, Website advertising and home sporting event advertising.
27. Maintains a dynamic portfolio of key corporate and foundation contacts and secure new levels of institutional support through grants, marketing/public relations/recruitment partnerships, sponsorships, and other charitable initiatives.

Curriculum, Assessment and Professional Development Services

1. Assist in curriculum/course maintenance and user access in the digital curriculum warehouse.
2. Assist with the preparation, filing, and reporting of assessment-related procedures, materials, practices, and data.

3. Provide clerical and design support for data presentations, inquiries, analysis, and reporting.
4. Coordinates the Act 48 and Act 45 reporting to the PDE
5. Assists with planning for all professional development day sessions
6. Helps prepare materials for professional development sessions and other trainings. Coordinates Workshops/Conferences for faculty and staff.
7. Assists with the textbook adoption process, including the calendar, timeline, pre-budget numbers, display, board memo, and entering of purchase orders. Coordinates textbook rebinding as needed, including contact with school principals and book bindery, and creates purchase orders. Coordinates the sale and recycling of unused textbooks. Maintains textbook inventory documents.
8. Coordinates the elementary textbook inventory and ensures adequate materials are ordered annually.
9. Coordinates student registrations for the District's Cyber program

District Compliance Support

1. Assist with the Federal, State, and local documentation processes for foster students, students experiencing homelessness, and homeschool/private tutoring students.
2. Facilitate communication among various departments for the maintenance of accurate student information and for student support and service.
3. Assist with the collection, maintenance, and processing of all District reports as required by PDE.
4. Assist in the management of the Student Information System as it relates to Federal and State requirements.
5. Assists with online state reporting, as needed, for various programs (i.e., Comprehensive Planning, School Improvement Plans).
6. Assist in maintaining documentation to provide guidance and support to school building personnel in correct enrollment, withdrawals, and transfer procedures.

Grant Coordination

1. Communicate grant opportunities to staff members; if requested, support staff and volunteers who complete grants.
2. Maintain a master list of grants, a calendar of grant activities, and reporting requirements, along with project descriptions and amounts.
3. Maintain inventory of grant purchases and support the Business Office in applying grant purchases to specific funding sources.
4. Maintain updated District-specific information and provide as necessary (i.e., AUN number, Tax Exempt information, DUNS number, addresses, District statistics, enrollment, demographics, etc.)
5. Helps manage paperwork and reporting requirements for grants obtained through the Office of the Assistant Superintendent.

Budgeting and Financial Support

1. Inputs budgets, assigns budget accounting numbers, and keeps accurate financial records of the same for the areas of responsibility of the Assistant Superintendent (curriculum, assessment, professional development, online learning, etc.)
2. Coordinates the purchase of supplies in order to ensure that the Superintendent/Assistant Superintendent office always have appropriate supplies in stock.
3. Tracks, organizes, and submits Assistant Superintendent's monthly reimbursable expenses for approval.
4. Performs data entry of purchase orders and employee attendance.
5. Prepares preliminary budget for the Assistant Superintendent's office and maintains the budget throughout the year.
6. Prepares reports and collects data necessary in the preparation of the annual budget for the Assistant Superintendent's office.
7. Processes purchase orders, requests for payment, employee monthly expense reports, budget transfers, professional development forms, etc., as needed and ensures Assistant Superintendent's approval of same.
8. Assists with monthly credit card reconciliation and submission to the Business Office for related programs and services

Miscellaneous

1. Serves as back-up to the Board Secretary.
2. Creates miscellaneous awards / certificates as requested.
3. Any other duties as assigned by the Assistant Superintendent or Superintendent.

Personal Qualifications:

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

Professional Qualifications

- Requires a minimum of a High School Diploma.
- Experience and education in secretarial services.
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

Reports To:

- Assistant Superintendent

Position Requirements:**Work Performance:**

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Personal Skills:

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

Technical Skills:

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

Physical Demands:

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Work Environment:

- Generally, office setting year-round.

Driver's License:

- Must have a valid PA driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- 12-month work year. Salary and benefits per the confidential secretary contract.

Evaluation:

- Performance will be evaluated by Assistant Superintendent on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **February 2025**.