



## Carlynton School District Job Description

**Position:** Executive Assistant to the Superintendent and Board Recording Secretary  
**Reports to:** Superintendent  
**FLSA Status:** Non-Exempt  
**Employment:** Full Time – Confidential Secretary

### Position Summary:

Under the direction of the Superintendent, the 12-Month Executive Assistant to the Superintendent / Board Recording Secretary will perform job responsibilities in a professional manner by using administrative, problem-solving, and technological skills in the most effective way to direct all District executive operations. This position will establish and maintain accurate and complete School District records and well-documented administrative transactions. The person in this position assists in establishing the proper and professional atmosphere for the Superintendent through effective and meaningful communications.

### Professional Qualifications:

- Minimum of a high school diploma
- Previous executive-level assistant experience required.
- Keyboarding skills (minimum 50 wpm) and satisfactory completion of District's secretarial test.
- Minimum of three years of secretarial and/or administrative assistant experience.
- 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.

## **Essential Functions**

### **Superintendent's Office - Administrative**

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. Takes dictation, prepares copies, and disseminates correspondence as directed by the Superintendent.
4. Processes telephone calls, which generally require communicating with parents, Board members, staff, and the public. Handles information requests, concerns and/or complaints regarding the School District, many of which require the use of independent judgment.
5. Assists in assembling the Weekly Board Report and uploads documents to BoardDocs.
6. Assists the Superintendent in the creation of the monthly administrative staff meeting agendas (Administrative Leadership Team and Principals Leadership Team) and preparing digital and/or paper handouts.
7. Maintains digital and manual filing systems for the Superintendent's office, including file maintenance, retention, and processing of correspondence and materials.
8. Coordinates any travel arrangements for professional development meetings, workshops, and/or conferences for the Superintendent.
9. Creates online surveys in order to solicit feedback from various stakeholder groups.
10. Maintains up-to-date educational journal and magazine subscriptions on a yearly basis.
11. Assists with the typing, copying, and distribution of collective bargaining agreement proposals during negotiations.
12. Types administrative employee evaluations as applicable.
13. Filter all fundraiser requests, attain proper approval, notify requester and maintain spreadsheet of all district-wide fundraisers
14. Filter all flyer requests (internal and external) , attain proper approval, notify requesters and maintain a spreadsheet of all district-wide flyers.
15. Filter all requests for facilities rentals (internal and external) and coordinate rentals following all rental school district policies. Sending invoice
16. Process all Right to Know requests
17. Oversee the Green and Gold Card program for senior citizens in the community
18. Sustain the "Do Not Photograph/Interview List"; generate, copy and distribute list
19. Process Field Trip Requests - maintain the spreadsheet for board approval and
20. Volunteers - monitor the volunteer email address, answer questions, screen volunteers and approve them in Raptor. Notify volunteers if they do not have all of the documents uploaded, notify if they are in need of an updated volunteer affidavit, and coordinate with the head of committees to ensure all of their volunteers have their clearances on file.
21. Generate and maintain spreadsheets of supplemental contractors (working with human resources to insure all respective paperwork and clearances are current and on file)

22. Issue Letter of Intent (as submitted by Athletic Director and Principals) and Contracts to supplemental contractors and maintain spreadsheet and binder of all forms. Manage the Athletic and Activities spreadsheet of coaches and sponsors. Create contracts and send them out. Monitor if we received the contracts. Also send out a letter of intent for returning coaches and a letter if we are not renewing the contract.
23. Maintain spreadsheet with listing of all conferences and field trips

### **Budgeting**

1. Inputs budgets, assigns budget numbers, and keeps accurate financial records of the same.
2. Coordinates the purchase of supplies in order to ensure that the Superintendent's office always has appropriate supplies in stock.
3. Tracks, organizes, and submits Superintendent's monthly reimbursable expenses for approval.
4. Performs data entry of purchase orders and employee attendance.
5. Prepares preliminary budget for the 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 Superintendent's office.
7. Processes purchase orders, requests for payment, employee monthly expense reports, budget transfers, professional development forms, etc., as needed and ensures Superintendent's approval of same.
8. Assists the human resources department with confidential clerical tasks as directed by the Superintendent.

### **Scheduling**

1. Maintains Superintendent's schedule and professional calendar. Coordinates and prioritizes the Superintendent's daily, weekly, and monthly schedule. Schedules appointments, meetings, and other special events for the Superintendent. Duties also include arranging for conference room reservations within the District's online scheduling system. Makes reservations for out-of-town conferences when needed and responds to all invitations of Superintendent.
2. Schedules weekly Executive Leadership Team (ELT) meetings, monthly Administrative Leadership Team (ALT) meetings, Education Council meetings, and other meetings as needed.
3. Assists Superintendent in maintaining appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
4. Assists the human resources department with scheduling interviews as needed.

### **Superintendent Communications**

1. Maintains all distribution lists for the Superintendent's office (email distribution lists, mailing labels, telephone lists, etc.)
2. Prepares, copies, and distributes all correspondence as directed by the Superintendent. Prepares information packets for special meetings as needed.
3. Creates, drafts, and sends out congratulatory cards, sympathy cards, and thank you cards as

directed by the Superintendent. Assists in preparing and mailing holiday cards to all employees and others as designated by the Superintendent.

4. Drafts and sends Superintendent's correspondence to various stakeholders.
5. Greets visitors to the Superintendent's office.
6. Prepares the Superintendent's recommendations to the Board of Education for the Legislative meetings.
7. Creates graphs, meeting flyers, newsletters, and forms.
8. Assists in surveys and other data-gathering activities and summarizes the results of such.
9. Assists in coordinating the logistics for the Opening Day of school program.
10. Processes all incoming mail, email, and faxes directed to the Board of School Directors and Superintendent. Answers and/or forwards routine inquiries and routes other mail to appropriate personnel.
11. Reads, researches, and routes correspondence; drafts letters and documents; and collects and analyzes information.
12. Distributes information to staff/students from outside organizations.
13. Answers or forwards routine inquiries, including email correspondence received for the Superintendent, and routes other documents to appropriate personnel.
14. Assists in coordinating end of year senior events such as Awards Ceremony and Graduation Ceremony.
15. Coordinates publications of the In-Carlynton Magazine.
16. Serves as the point of contact for the district website, updates district website, and sends community eBlasts in regard to district information.
17. 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.
18. Assists the Superintendent with creating presentations (i.e., PowerPoint) for various stakeholder groups.

### **Board Recording Secretary**

1. Anticipates and attends to the tasks inherent in the Board recording secretary's role.
2. Prepares boardroom for meetings, coordinating details of meeting, including setup and takedown.
3. Attends all Board Workshop and Legislative meetings.
4. Collects information and surveys as needed.
5. Collects Pennsylvania State Ethics Commission Statement of Financial Interests Forms from persons required to submit them.
6. Completes assignments requested by the Board under the direction of the Superintendent.
7. Understands the priorities of the Board. Understands the internal and external organizational relationships of the Board.
8. Coordinates the Pennsylvania School Boards Association (PSBA) Board Recognition Month activities held each January.
9. Signs contracts, agreements, checks, correspondence, documents, minutes and reports, as needed.
10. Develops minutes, announcements, and Board Legal advertisements.
11. Coordinates Board-related travel, schedules, meetings, and conferences.
12. Advertises meetings and hearings as needed. Notifies Board members, media, administration and the public as appropriate.
13. Acts as the School District's archivist. Audio-records Board Legislative meeting discussions

to aid in the typing of School Board minutes and reports. Holds responsibility for binding permanent records, such as Board minutes.

14. Assists in the development and distribution of Board policies and procedures.
15. Types Board Action summary for distribution to all employees.
16. Prepares and maintains budget of Board accounts.
17. Types, distributes, and maintains Board resolutions.
18. Researches past Board action.
19. Schedules annual calendar of Board meeting dates and publishes this as a Legal Advertisement in newspaper of record.
20. Makes all travel arrangements for Board members' conference attendance.
21. Adds weekly updates to the Board website.
22. Maintains Board Policy Manual.
23. Distributes Pennsylvania Ethics Commission Statement of Financial Interest Forms to all applicable principals, administrators, and board members. Monitors completion of Financial Interest Forms.
24. Solicits and collects Board Agenda items from administrators and secretaries who are tasked with submitting financial reports. Controls timelines and deadlines for Board Agenda items.
25. Works with other department representatives when completing Board Recording Secretary duties.
26. Develops the monthly Board of Education Agenda for both the Workshop and Legislative meeting.
27. Builds Board Agenda in BoardDocs with input from Central Office Administration, and uploads to BoardDocs.

### **Miscellaneous**

1. Any other duties as assigned by Superintendent.

### **Reports To:**

- 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 the 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**.