

Confidential Secretary to the Superintendent

Full-Time, Non-Union / At-Will Position

Job Summary:

The Confidential Secretary to the Superintendent provides high-level administrative and clerical support to ensure the efficient operation of the district office. This position serves as a key support liaison for personnel processes, student data management, and compliance tracking. The role requires exceptional attention to detail, strong organizational skills, discretion, and the ability to manage multiple responsibilities in a fast-paced environment while maintaining strict confidentiality.

Essential Duties and Responsibilities:

The following duties are representative of the position and are not intended to be all-inclusive. Additional duties may be assigned as needed to support district operations.

- Maintain accurate records of professional personnel preparation coverage and process documentation for the timely and accurate entry of earned personal leave days into the Frontline system.
- Reconcile cyber school student enrollment with the district's student information system to ensure data accuracy and compliance.
- Manage the support staff application process, including collecting, verifying, and maintaining all required clearances and employment documentation.
- Create professional development sessions and manage attendance records using Vector Solutions to ensure accurate tracking of staff participation.
- Track and maintain records for home education students, ensuring affidavits and annual evaluations are submitted in accordance with state requirements.
- Perform general clerical duties including data entry, filing, correspondence, and preparation of reports and documents.
- Maintain strict confidentiality of sensitive employee and student information in accordance with district policies and applicable laws.
- Provide administrative support and perform other duties as assigned by the Superintendent or designee.

Qualifications:

- High school diploma required; associate degree or higher preferred.
- Prior experience in an administrative or secretarial role, preferably in a school district or public sector environment.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.
- Strong organizational, time management, and multitasking skills.
- Proficiency in office software (e.g., Microsoft Office Suite) and the ability to learn district-specific systems such as Frontline, Vector Solutions, and student information systems.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.

Working Conditions:

- Office environment within a school district administrative setting.
- Regular interaction with staff, administrators, and external agencies.

Employment Terms:

This position is classified as non-union and is an at-will position. Employment may be terminated by either the employee or the District at any time, with or without cause or notice, in accordance with applicable laws. Salary and benefits are established by the District and are subject to change.

Equal Opportunity Statement:

The District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other legally protected status.