Job Description **5.01**

MOORE PUBLIC SCHOOLS

Job Title: Secretary to Superintendent

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required:

5 years of secretarial and/or clerical experience in an educational environment. Minimum of 2 years with computer experience using word processing, databases, and spreadsheets. Minimum of 2 years working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computers, calculators, and multi-line telephone consoles. Advanced level of WordPerfect.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 75 WPM required. Shorthand skills at 75 WPM. Transcribes from Dictaphone or shorthand.

Site: **Administrative Services Center**

Reports To: **Superintendent**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under general supervision to assist in the efficient functioning of the office of the Superintendent. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors. Has regular contact with the School Board and with important clients/visitors to see the Superintendent.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Coordinates the daily activities of the Superintendent's office.

2. Schedules meetings and make sure all information and arrangements are taken care of. Prepares agendas and summary minutes for the Board of Education, various committees, task forces, and foundations. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

3. Performs clerical support functions using word processing, database and spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned. Types correspondence reports and records.

4. Arranges for meetings and conferences. Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details.

5. Must be able to research and compile distribution quality documents as assigned by administrator.

6. Organizes and maintains various files including confidential and tickler files pertinent to the Superintendent's work.

7. Orders and maintains supplies as needed. Performs any bookkeeping tasks as assigned.

8. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

9. Attends conferences and meetings as requested.

10. Maintains the Board policy book and assumes responsibility for updating.

11. Performs other responsibilities as assigned by the Superintendent.

Supervision exercised: An incumbent may supervise an Office Aides/Assistants.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category E
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 11-27-00
Revised 2024-25 Negotiated Contract