Job Description **5.06**
MOORE PUBLIC SCHOOLS

Job Title: Secretary to Assistant Superintendent/Executive Director

Qualifications:
Credentials: **None**
Education: High school diploma

Training or Experience Required: 4-5 years of secretarial and/or clerical experience in an educational environment.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Communication skills must be able to effectively 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 digital 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: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

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: Proficient skills in typing/word processing

Site: **Administrative Service Center**

Reports To: **Assistant Superintendent/Executive Director**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Assistant Superintendent/Executive Director. 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. Must be able to lead training meetings.

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 strong work ethic. Creativity, organization, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Performs clerical support functions for one or several administrators using technology. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned.

2. 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. Takes and delivers messages. May process grant applications, state reports, inventories and other pertinent documents. May assist in opening and distributing mail.

3. Organizes and maintains various files including confidential information. Performs photocopying as required.

4. Schedules meetings and makes sure all information and arrangements are taken care of. Prepares agendas and summary minutes for various committees, task forces, etc. May be required to make travel arrangements. Prepares travel and expense reports as necessary. Monitors and maintains a neat and organized office.

5. Orders and maintains supplies as needed. Performs any bookkeeping tasks as assigned. Maintains ledgers/reconciliations for all accounts. Process invoices for payments.

6. Must be able to adjust priorities of administrator(s) in performing clerical assignments and assisting them in minor administrative details and assignments.

7. Performs backup to other clerical employees in office during breaks and days off.

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

9. Prepare school board agenda documents for board approval.

10. Performs other duties as assigned.

Supervision exercised: An incumbent may supervise Secretaries/Office Assistants.

Physical/Mental Requirements and Working Conditions:

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

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

Revised 1998-99 Negotiated Contract
Approved 8/9/1993
Revised 11/27/2000
Revised 2017-18 Negotiated Contract
Revised 2024-25 Negotiated Contract