



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Secretary to Superintendent/Board of Trustees

Exemption Status/Test: Nonexempt

Reports to: Superintendent

Pay Grade/Days: AS8/230 days

Dept./School: Executive Office

Date Revised: September 2017

PRIMARY PURPOSE:

Work under minimum supervision to ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public. Responsible for on-site leadership of clerical employees assigned.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED Bachelor's degree preferred

Knowledge/Skills/Abilities:

Knowledge of school district organization, operations, and administrative policies
Ability to read and comprehend instructions, short correspondence, and memos
Ability to make independent decisions regarding planning, organizing, and scheduling
Excellent public relations, organization, communication, and interpersonal skills
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to multi-task numerous complex administrative activities

Experience:

Three years or more advanced secretarial experience with extensive contact with people

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
2. Record minutes of executive staff and board meetings as required.
3. Prepare all correspondence, memoranda, and reports for superintendent.
4. Comply with policies established by federal and state laws and regulations, and local board policy

Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public, board members, and staff and refer appropriate inquiries or problems to the superintendent or other administrators.
6. Schedule appointments and maintain the superintendent's calendar.



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Other

7. Assign work to executive office clerical staff and oversee completion.
8. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Maintain confidentiality.

Supervisory Responsibilities:

Monitor the work and issue work assignments to assigned clerical staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____