BUTLER COUNTY SCHOOLS

SECRETARY TO THE SUPERINTENDENT/ OFFICE AND HUMAN RESOURCES MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Post-secondary training in administrative support services is preferred.
(3) Administrative support experience in a related area is required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of school system operations, human resources management, and organizational functions.
- Strong knowledge of business English, grammar, spelling, and basic mathematics.
- Thorough understanding of administrative professional practices, including drafting, editing, and publishing written communications.
- Ability to interpret and apply rules, regulations, policies, and procedures, exercising sound judgment and discretion in decision-making.
- Ability to establish and maintain effective, professional working relationships with the Board of Education, employees, and the public.
- Proficiency in Microsoft Word and Excel is required, with the ability to quickly learn and adapt to new software applications and technology systems.

REPORTS TO:

Superintendent

JOB GOAL

To relieve the Superintendent of administrative and clerical responsibilities and efficiently carry out the Superintendent's directives, enabling maximum focus on the overall operation of the school system. Serve as Office and Human Resources Manager by ensuring smooth and efficient daily office operations and overseeing human resources functions to maintain compliance with all HR requirements

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Act as an assistant in charge of Board relations and governance to the Superintendent of Schools.
* (2) Relieve the Superintendent of clerical details and operations and administrative matters.
* (3) Perform public relations functions with department heads, officials, personnel and visitors.
* (4) Coordinate meetings, conferences, and appointments.
* (5) Prepare the Board agenda and summaries of agenda items for distribution.
* (6) Publish public notices for board meetings, press releases, etc. in accordance with Board policies and legal requirements.
* (7) Prepare and maintain complex records and reports.

* (8) Establish and maintain a thorough knowledge of Board policies and rules and regulations pertaining to School Board related matters. Develop draft policies and procedures as required.
* (9) Take telephone calls and answer inquiries.
*(10) Open and sort mail.
*(11) Compose correspondence independently.
*(12) Take notes in matters of concern and report findings to Superintendent in order to understand what developments have occurred.
*(13) Transcribe minutes of meetings and conferences.
*(14) Process and compile materials for meetings and maintain official records.
*(15) Arrange and notify personnel for attendance at meetings.
*(16) Inform staff members of developments and keep informed on current status of work in progress within the various departments.
*(17) Perform research on matters requiring the attention of the Superintendent.
*(18) Communicate effectively with the public, staff members, students, parents, administrators and other contacts using tact and good judgment.
*(19) Follow attendance, punctuality and proper dress rules.
*(20) Maintain confidentiality regarding school/workplace matters.
*(21) Model and maintain high ethical standards.
*(22) Demonstrate initiative in the performance of assigned responsibilities.
*(23) Maintain expertise in assigned areas.
*(24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(25) Keep supervisor informed of potential problems or unusual events.
*(26) Respond to inquiries and concerns in a timely manner.
*(27) Exhibit interpersonal skills as an effective team member.
*(28) Demonstrate support for the school system and its goals and priorities.
*(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(30) Prepare all required reports and maintain all appropriate records.
*(31) May be required to work beyond the 40-hour week.
*(32) Oversee day to day operational functions of the office including oversight of maintenance services for office equipment and supplies.
*(33) Register candidates for substitute teacher applications and serve as liaison between substitute services provider, schools, and substitutes.
*(34) Responsible for maintaining records of teacher certification, process applications for alternative teacher certification and certification renewals. Responsible for notifying/follow up to ensure teachers follow procedures to maintain certification. Develop teacher certification plans for teachers on alternative certification pathways and follow-up throughout school year to ensure adequate progress is being made.
*(35) Process and maintain employee personnel files and ensure that all required new hire processes are completed (E-Verify, DHR Clearance, ABI/FBI Clearance, Alabama New Hire Reporting, HQ status, etc.).
*(36) Process and maintain TEAMS contracts including determining eligibility of candidates, processing TEAMS funding applications, monitoring PD compliance and other contract requirements are met.
*(37) Maintain job vacancy postings.

*(38) Screen job applications for position eligibility and teacher certification requirements and serve as liaison with principals and directors to ensure qualified applications are available for interview scheduling.
*(39) Serve as liaison with SDE on matters relating to job assignment.
*(40) Maintain ALSDE Ed. Directory access and Frontline access for staff members.
(41) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20-30 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.