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| <b>POSITION:</b>                     | <b>SECRETARY TO THE EXECUTIVE PRINCIPAL</b>  |
| <b>POSITION SUMMARY:</b>             | <p>Perform highly responsible and complex secretarial and administrative assistance duties to support the Executive Principal of the Christian County High School. Exercise independent judgment in managing administrative details, coordinating communication, scheduling, and records management. Serve as a key liaison between the Executive Principal, Academy Principals, staff, students, parents, and the community to ensure efficient school operations within the Academy Model framework.</p>   |
| <b>QUALIFICATIONS:</b>               | <ul style="list-style-type: none"> <li>• High school diploma or G.E.D. certificate required; associate's degree in business, office administration, or related field preferred.</li> <li>• Five (5) years of progressively responsible secretarial or administrative support experience, including at least two (2) years providing support to an administrative or supervisory official preferred.</li> <li>• Demonstrated proficiency in office software applications including Microsoft Office, Google Workspace, and student information systems (Infinite Campus preferred).</li> <li>• Strong organizational, interpersonal, and communication skills.</li> <li>• Must meet the requirements for a criminal record check as specified by Kentucky state law.</li> <li>• Must meet health requirements as specified in district personnel policy.</li> </ul> |
| <b>REPORTS TO:</b>                   | Executive Principal  |
| <b>PERFORMANCE RESPONSIBILITIES:</b> | <ul style="list-style-type: none"> <li>• Serve as the primary administrative support to the Executive Principal, managing daily office operations and communications.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Receive visitors and phone calls, exercising judgment in screening and referring inquiries to appropriate personnel; provide information and assistance in accordance with school and district policies.</li> <li>• Manage the Executive Principal's calendar, schedule meetings, and coordinate logistics with internal and external stakeholders, including academy leadership, district departments, and community partners.</li> <li>• Prepare correspondence, reports, meeting agendas, handbooks, and other documents; compose and proofread materials independently with attention to accuracy and professionalism.</li> <li>• Coordinate communication among Academy Principals, counselors, staff, and district departments to ensure timely dissemination of information and alignment of processes across the academies.</li> <li>• Assist with the preparation and monitoring of school budgets, purchase orders, and financial records in compliance with district procedures.</li> <li>• Maintain confidential student, personnel, and school records; ensure compliance with FERPA and district confidentiality policies.</li> <li>• Support the coordination of schoolwide events, professional meetings, and Academy Model activities, including parent nights, advisory board sessions, and leadership meetings.</li> <li>• Track and maintain records related to staff attendance, leave requests, and substitute assignments; communicate with district HR and payroll as needed.</li> <li>• Assist in compiling and preparing data and reports for the Executive Principal, Academy Principals, and district administration.</li> <li>• Support the Executive Principal in the management of communications and correspondence with parents, community partners, and district officials.</li> <li>• Coordinate travel arrangements, conference registrations, and reimbursements for the Executive Principal and administrative staff.</li> <li>• Attend meetings as requested, record and prepare accurate minutes, and maintain official files for reference and</li> </ul> |
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|  | <p>accountability.</p> <ul style="list-style-type: none"><li>• Maintain office supplies and inventory; oversee work orders and facility requests in coordination with custodial and maintenance staff.</li><li>• Exercise discretion and professionalism in handling sensitive matters and maintaining confidentiality.</li><li>• Perform other duties as assigned by the Executive Principal or designee.</li></ul> <p><b>CRITICAL SKILLS / EXPERTISE REQUIRED</b></p> <p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"><li>• Principles, practices, and procedures of administrative office operations.</li><li>• Organization and operation of an Academy Model high school.</li><li>• District organization, policies, and procedures.</li><li>• Applicable Kentucky Administrative Regulations and education laws.</li><li>• Modern office practices, procedures, and equipment.</li><li>• Effective oral and written communication skills.</li><li>• Correct English usage, grammar, spelling, and punctuation.</li><li>• Recordkeeping, data management, and confidentiality procedures.</li><li>• Interpersonal skills using tact, discretion, and courtesy.</li></ul> <p><b>ESSENTIAL JOB FUNCTIONS / ABILITY TO:</b></p> <ul style="list-style-type: none"><li>• Maintain regular and predictable attendance.</li><li>• Perform complex administrative and secretarial duties requiring initiative and independent judgment.</li><li>• Coordinate schedules, communications, and documentation in support of the Executive Principal.</li></ul> |
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|                             | <ul style="list-style-type: none"> <li>• Read, interpret, and apply policies, procedures, and regulations.</li> <li>• Manage multiple priorities and meet established timelines.</li> <li>• Organize and maintain accurate, confidential files and records.</li> <li>• Prepare correspondence and reports with a high degree of accuracy.</li> <li>• Operate a variety of modern office equipment and software applications.</li> <li>• Establish and maintain cooperative and effective working relationships with others.</li> <li>• Communicate effectively both orally and in writing.</li> <li>• Work independently with minimal supervision.</li> <li>• Handle confidential information with discretion and integrity.</li> </ul> |
| <b>TERMS OF EMPLOYMENT:</b> | 238 – day employee with salary determined by the adopted salary schedule of the Christian County Board of Education.  |
| <b>EVALUATION:</b>          | Performance of this job will be evaluated in accordance with Board policy and the Christian County Evaluation Plan.   |

**Board Approval:**