**DAWSON SPRINGS INDEPENDENT DISTRICT JOB DESCRIPTION**

**CLASS TITLE: SECRETARY TO THE BOARD Class Code: 7766**

**BASIC FUNCTION:**

 Provide specialized secretarial and administrative support to the Board of Education; prepare Board meeting agenda material, minutes and correspondence; maintain official records of Board meetings.

**REPRESENTATIVE DUTIES:**

* Attend school Board meetings.
* Prepare Board meeting agenda materials for Superintendent's Cabinet meeting and Board meetings.
* Prepare booklet of agenda topics to be considered at each Board meeting for the year.
* Prepare rough draft of Board minutes for Superintendent's approval and proofread final form of Board minutes; prepare index sheet and sheet showing actions and motions on each item acted on at Board meeting.
* Notarize legal documents and requests for leaves of absence from official minutes.
* Type and maintain records of business transactions at Board meetings and locate daily requests for information from past Board meetings.
* Prepare Executive Session meetings; assist principals at schools hosting Board of Education meetings.
* Draft correspondence for signature of Superintendent; prepare invoices for per diem for Board members.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Functions, programs and organizational policies of the District.
* Function and procedures of board meetings.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Applicable sections of State Education Code and other applicable laws.
* Record-keeping techniques.
* Telephone techniques and etiquette.

 **ABILITY TO:**

* Perform a variety of complex and responsible secretarial duties in support of the Board including preparing Board agenda, taking, transcribing and distributing official Board minutes and maintaining related records and files.
* Communicate effectively both orally and in writing.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Work independently with little direction.

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 **ABILITY TO - continued:**

* Type at an acceptable rate of speed.
* Take and transcribe dictation at an acceptable rate of speed.
* Secure and maintain confidence of officials, employees and the general public.
* Plan and organize work.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Work confidentially with discretion.
* Understand and work within scope of authority.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible secretarial experience including two years in an educational administrative office.