

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Secretary Superintendent's Office

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has three years of increasingly responsible secretarial and clerical experience
4. Has the ability to type at a skill level of 50 words per minute
5. Has specialized skills in filing, telephone and computer operation
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated competence in correspondence and respect for confidentiality
8. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
9. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Superintendent

JOB GOAL: To assist in the overall administration of the office of the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Is familiar with and follows written statutes, policies, procedures and directions related to job responsibilities.
2. Composes/communicates various types of information including, but not limited to, correspondence, reports and Open Records Requests according to state law.
3. Organization and maintenance of the record-keeping system for all student Tier III hearings and all correspondence regarding hearing dates to principals and parents for the Director of Pupil Personnel on behalf of the Superintendent.
4. Communicates with appropriate administrators in regards to Express Concerns received from parents or community members.
5. Assist in greeting and providing information to parents, students, staff and others via the telephone and in person.
6. Operate computer and peripheral equipment, utilizing various software as required to enter, revise and update information: generate records, reports, lists, scheduling and summaries as needed for assigned job.
7. Communicate with other departments and/or schools to compile information and prepare reports as assigned.

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8. Performs other duties consistent with the position assigned as may be requested by the Superintendent.

TERMS OF EMPLOYMENT:

- Salary – Hourly (Grade 9)
- 8 hrs. per day
- 40 hrs per week
- 246 Days
- 12 months
- Board Approved: