**Class Code: 7761**

# LOCAL DISTRICT CLASSIFICATION PLAN

## CLASS TITLE: SECRETARY TO THE SUPERINTENDENT

**(ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT)**

**BASIC FUNCTION:**

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

**REPRESENTATIVE DUTIES:**

* Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
* Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board.
* Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
* Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
* Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
* Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
* Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
* Attend and participate in a variety of administrative meetings.
* Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
* Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
* Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.

##### Administrative Assistant to Superintendent – Continued Page 2

* Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
* Consult with District personnel and others concerning specific issues and situations.
* Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles, practices and procedures utilized in an administrative office.
* District organization, operations, policies and objectives.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Modern office practices, procedures and equipment.
* Telephone techniques and etiquette.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
* Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
* Attend Board of Education meetings and take minutes.
* Prepare minutes for meetings of the Board of Education.
* Compile and prepare agendas for management and other meetings.
* Read, interpret, explain and follow rules, regulations, policies and procedures.
* Establish and maintain a variety of complex and confidential files and records.
* Organize and oversee the work of office staff.
* Compose effective correspondence independently.
* Operate a variety of office equipment including computer terminal.
* Establish and maintain cooperative and effective working relationships with others.
* Type at an acceptable rate of speed.
* Take and transcribe dictation at an acceptable rate of speed.
* Analyze situations accurately and adopt an effective course of action.
* Make arithmetic calculations with speed and accuracy.
* Understand and work within scope of authority.
* Meet schedules and time lines.
* Work confidentially with discretion.

##### Administrative Assistant to Superintendent – Continued Page 3

**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 five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

Board Policy #03.21

Anyone seeking employment with the District on or after July 8, 1996 shall hold a GED or high school diploma before being considered for that position.

January 1992

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#### OTHER DETAILED DUTIES FOR

**ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**

* **BOARD**

1. Prepare board agendas and board packets for all board meetings.
2. Notify news media, board attorney, and district staff of all scheduled and special called board meetings.
3. Maintain official record of the minutes of the Board.
4. Send any related board meeting minutes to State, as required.
5. Submit ads/notices to news media as requested/required.
6. Track KSBA credit hours for board members.
7. Prepare letters to parents regarding Student Discipline Hearings and maintain files for hearings.

* **FINANCE**

1. Process/maintain/track purchase orders and bills incurred by/for the school

board.

1. Process/maintain/track purchase orders and bills incurred by/for the

Superintendent’s office.

1. Process/maintain/track purchase orders and bills incurred by/for the

Maintenance Department.

4. Prepare quarterly Project Budget Reports and submit MUNIS electronic

report for reimbursement of Fund II monies.

1. Maintain budget for Delta Project, process monthly expenses of employee, and submit quarterly reports to Trover Foundation.
2. Count the money and prepare the weekly deposit for Treasurer.

* **PERSONNEL**

1. Prepare all certified and classified contracts annually and throughout the

year as employees are hired, verifying salaries with Payroll.

1. Prepare letters to all new employees notifying them of employment/ transfer and prepare letters to retiring employees.
2. Notify employees of extended days approved by the Board and maintain Employee Extended Days Calendars.
3. Furnish employees with form from Green River District Health Department for Hepatitis B immunizations.

##### RECORD KEEPING

1. Update Board Policy Manual for central office and maintain retention manual.

a. Prepare and submit new and revised board policy revisions to KSBA.

b. Prepare and submit new and revised administrative procedures to

KSBA.

c. Send all updates to principals/secretaries for updating their manuals.

2. Update Certified and Classified Job Description Manuals.

3. Update Kentucky Administrative Regulations Manual.

5. Maintain/update weather related information for school closings.

* **MISCELLANEOUS**

1. Prepare bid award/rejection letters.
2. Order employee retirement plaques.
3. Order nameplates for new board members and central office employees.
4. Update Labor Law Posters to meet law requirements.
5. Obtain Student Deficiency reports from schools and submit report to Board and administrators each nine weeks grading period.
6. Prepare EEO5 Report.
7. Receive, process and route mail daily.
8. Perform any other duties as instructed by the Superintendent.

**Updated: August 2013**