

**TITLE:**

Secretary/Administrative Assistant to the Superintendent

**QUALIFICATIONS:**

Any combination equivalent to high school diploma or 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; possess the necessary literacy skills to fulfill the performance responsibilities of the job.

**REPORTS TO:**

Superintendent of Schools

**PRIMARY JOB GOAL:**

To perform highly responsible and complex secretarial and administrative assistance duties; to exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of district policies and procedures; to assist in the preparation of the Board Agenda for monthly and special Board meetings; to assist in organization of office staff.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of administrative office principles, procedures, practices, and equipment; knowledge of district organization, operations, policies, and objectives; excellence in business English, grammar, spelling, and punctuation; excellence in telephone techniques and etiquette; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to work effectively under minimum supervision; ability to exercise tact, good judgment, and initiative; possess skills in computers, word processors, and peripheral equipment; proficient typing and keyboarding skills; ability to perform highly responsible and complex secretarial and administrative assistance duties; ability to work a flexible schedule in order to meet the demands of the job including attendance at all Board of Education meetings; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills.

**PERFORMANCE RESPONSIBILITIES:**

- Assists the Superintendent with administrative matters; interviews callers, exercising considerable judgment with applying experience in making decisions, provides information in accordance with established procedures and policies; refers problems requiring technical answers to appropriate administrator(s).
- Assists in preparation of the Board of Education agenda, assures proper content, format, order, and supporting documentation; confers with submitting departments as needed regarding revisions and corrections, incorporates materials into compiling a packet for Board Members, Superintendent, Board Attorney, and media to review prior to Board meeting; attends all Board meetings of the district.
- Coordinates and types the official minutes of Board meetings; distributes copies **accordingly and** maintains official record of the minutes.
- Prepares, types, and distributes a newsletter, Bulletin Board, informing all employees of action taken at the regular monthly Board meetings.
- Provides assistance to the Board of Education as needed, including maintaining subject indexes of Board actions for historical and reference purposes; maintains other records required by policy, regulations, or law; provides mail boxes for Board members **correspondence**.
- Assists in maintaining the Superintendent's calendar; arranges for meetings of the Superintendent with various groups both within and outside the district.
- Conducts initial interviews on the phone or in person with parents, teachers, and other employees; answers questions, refers to appropriate staff member(s) and schedules appointments with the Superintendent; receives and resolves complaints as appropriate or refers matter to proper personnel.
- Screens and routes the Superintendent's incoming correspondence; follows up to assure prompt response or action.

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- Types correspondence including information regarding confidential matters; keeps a copy of all correspondence sent by the Superintendent.
- Remains current concerning issues, situations, and conditions of special interest to the Superintendent and Board members.
- Exercises discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts.
- Consults with district personnel and others concerning specific issues and situations.
- Responsible for monthly out-of-district travel report which is included in packet for monthly Board meetings.
- Compiles copies of bus requests and responsible for monthly report of student-out-of-district trips which must be approved by the Board.
- Responsible for distribution of weekly Central Office calendar.
- Responsible for maintaining SBDM minutes/agenda documentation on district website.
- Responsible for scheduling the use of the Board Room and Conference Room for various meetings.
- Compiles attendance report for Central Office and maintenance personnel and reports bi-monthly; provides information to staff concerning remaining sick, personal, and non-contract days.
- Files and updates policies from KSBA in policy manual in Superintendent's office; keeps archival copies of changed or deleted policies.
- Maintains files in Superintendent's office and files documentation received that is deemed as necessary to retain; files updated copies of KSBA Administrative Regulations and Attorney General Opinions.
- Serves as Office Manager by organizing and coordinating duties of secretarial staff noting to the Superintendent areas that possibly need attention and consideration.
- Provides assistance in other areas when timelines must be met.
- Performs a variety of general secretarial duties including operating computer, copier, fax machine, electronic typewriter, and other equipment as needed.
- Opens mail containing checks and maintains a daily log of deposits made by the Finance Officer.
- Attends all Administrative Staff meetings; coordinates and types the official minutes of Administrative meetings; distributes copies to appropriate staff.
- Assists board members in making travel arrangements for conferences and meetings.
- Maintains a calendar of dates when board members attend meetings and process for payment board member per diem.
- Performs receptionist duties when receptionist schedule dictates; assists with coordination of district events as needed.
- Performs related duties and assumes other responsibilities as may be assigned by the Superintendent.

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