TITLE:

Secretary/Administrative Assistant to the Superintendent

OUALIFICATIONS:

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.

- -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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
1. Check the activities:	frequency and nun	nber of hours a day t	he work	er is re	equire	d to do	the fo	ollowir	ng spec	cific ty	pes of	
ACTIVITY	Y FREQUENCY			# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
a. Sitting										X		
b. Walking			X									
c. Standing			X									
d. Bending			X									
e. Squatting			X									
f. Climbing			X									
g. Kneeling			X									
h. Twisting			X									
i. Lifting			X									

LIFTING									
0-10 lbs 11-15 lbs <u>x</u> 16-30 lbs Over 31 lbs.									
2a. HAND MANIPULATION REQUIRED?x Yes (If yes, complete 2a,2b,2c,2d,2e)No									
2b. Repetitive hand movements?x_ YesNo									
2c. Simple Grasping?	Right Hand	Left Hand							
	Yesx No	Yesx No							
2d. Power Grasping?	Right Hand	Left Hand							
	Yes Nox	Yes Nox							
2e. Pushing Pulling?	Right Hand	Left Hand							
	Yes Nox	YesNox_							
2f. Fine Manipulation:	Right Hand	Left Hand							
	Yes_x No	Yes x No							
	o reach or work above the shoulder?	x Yes No							
Frequency? <u>rarely</u>									
(b) Reaching at or below shoulder	level?x YesNo								
Frequency? <u>daily</u>									
	r feet to operate foot controls or repe								
	ry requirements? _x Yes								
	with computer terminal): daily comp	uter work							
WORK ENVIRONMENT:									
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside									
weather conditions?		es x No							
	fumes or airborne particles? Y	es XNo							
If yes, please specify:									
DI COD/ELLID EVDOCLIDE DICK: (sheek the right actors)									
BLOOD/FLUID EXPOSURE RISK: (check the right category)									
Category I: Tasks involve exposure to blood, fluid, or tissue									
Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require									
performing unplanned Category I tasks.									
		or tissues. Category I tasks are not a							
x Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.									
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TERMS OF EMPLOYMENT:									
Up to 240 days per year; salary to be established by the Board of Education.									
op to 2 to days per year, saiding to be established by the board of Education.									
EVALUATION:									
Performance of this job will be evaluated in accordance with the provisions of the Board's policy on									
Evaluation of Classified Personnel.									
Date of Approval: July 10, 1995									
Revised: March 20, 2003									
Revised: June 17, 2004									
Revised: May 16, 2019									
I have read and understand the terms set forth in this job description.									
Signature of Employee									
Date Signed									