

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Assistant Secretary to the Board

**REPORTS TO:** Superintendent and Board of Education

**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: The terms of employment are designated by the contract.**

- Attend school Board meetings.
- Prepare Board meeting agenda materials for 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;
- 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 with set up and clean up 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.

**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.
- Work independently with little direction.
- Type 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.
- Learn and effectively utilize Board E-Meeting System

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EVALUATION:** Annual evaluation of job performance by supervisor.

**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.
- Experience as a school secretary or instructional assistant preferred

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date:

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