
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Secretary to the Superintendent

REPORTS TO: Superintendent

SUPERVISES: N/A

BASIC FUNCTION:

Perform complex secretarial and administrative duties; assist the Superintendent with administrative matters requiring use and interpretation of district policies and procedures; coordinate and oversee preparation for Board meetings, agenda development, and drafting of minutes; provide human resource duties, including processing of new employees and volunteers, contract development and employee notifications as directed by the Superintendent.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Assist the Superintendent with administrative matters as assigned;
- Interview and assist callers and visitors and refer callers and visitors to appropriate administrators as necessary;
- Coordinate preparation of the Board of Education meeting agenda, ensuring proper content, format, order, and supporting documentation and confer with submitting departments as needed regarding revisions and corrections;
- Attend all Board meetings and attend other departmental meetings as requested;
- Draft minutes of Board meetings. Following review by the Superintendent and approval by the Board of Education, 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 record of Board actions for historical and reference purposes and maintain other records required by policy, regulations or law;
- Maintain Superintendent's calendar as requested;
- Screen and route the Superintendent's incoming correspondence as requested;
- Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members;
- 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 and review and edit material prepared by others;
- Post and maintain current job openings on the district webpage, the KEPS job directory, and the district register and ensure listings are current;
- Serve as first point of contact for new employees and volunteers; ensure required background checks, drug screenings, and other personnel requirements through policy and/or statute are met;
- Conduct Verifications of Employment on new employees;

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- Maintain personnel folders;
- Draft annual and new hire employment contracts and distribute to personnel;
- Develop, amend, and maintain salary schedules as directed by the Superintendent and approved by the Board;
- Share relevant information with local media outlets as directed by the Superintendent;
- Administer the Kentucky Paraeducator Exam as requested;
- Maintain an active substitute teacher listing and an online substitute teacher placement system, if utilized by the district;
- Maintain employment applications and an online application system, if utilized by the district;
- Receive and process workers compensation claims and respond to unemployment claims.
- Consult with District personnel and others concerning specific matters as need arises;
- Perform a variety of general secretarial duties including sorting and routing mail and the operation of general office equipment as necessary to perform duties effectively;
- 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;
- Web-based programs for systems pertaining to job duties;
- 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;
- Regularly attend Board of Education meetings;
- Prepare agendas and minutes for meetings of the Board of Education;
- Prepare agendas and minutes for management and other meetings as assigned;
- Read, interpret, explain and follow rules, regulations, policies and procedures;
- Establish and maintain a variety of complex and confidential files and records;
- Compose effective correspondence independently;
- Operate a variety of office equipment including a variety of computer software;
- Establish and maintain cooperative and effective working relationships with others;
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action;
- Understand and work within scope of authority;

- Meet schedules and time lines;
- Work confidentially with discretion.

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 development of Professional Growth Plan.
- Annual evaluation of job performance by supervisor.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High School Diploma or G.E.D. Certificate;
- Preference given to an applicant with a minimum of an Associate's Degree in a field related to business or human resources;
- Five (5) years of responsible and varied secretarial experience;
- Valid Kentucky Driver's License.

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| Most recent approval by the Powell County Board of Education | Date: |
| Printed name of employee receiving job description. | |
| 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. | |
| Employee Signature: | Date: |