



FLOYD COUNTY BOARD OF EDUCATION
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William Newsome, Jr., Board Chair - District 3
Linda C. Gearheart, Vice-Chair - District 1
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item):

Consider/Approve the creation of one Secretary IIA position.

Applicable State or Regulations:

BOE Policy 01.11 Powers and Duties of the Local Board of Education

Fiscal/Budgetary Impact:

Salary and terms of employment according to approved salary schedules

History/Background:


The Secretary IIA provides administrative, clerical, and organizational support to the Director in order to ensure the efficient operation of the department and the delivery of high-quality services to schools, staff, students, and families. This position is responsible for managing communications, maintaining records and documentation, coordinating schedules and meetings, and assisting with departmental processes and activities. The Secretary IIA serves as a key point of contact for internal and external stakeholders and supports the Director by facilitating smooth workflow, ensuring timely completion of tasks, and helping maintain an organized, professional, and responsive office environment.

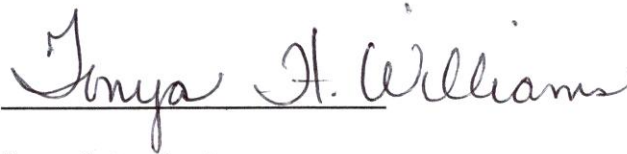
Recommended Action:

Approve the creation of one Secretary IIA position.

Contact Person(s):

Greta Thornsberry, Director of District Wide Services


Director


Superintendent

Date:

November 19, 2025

Title: Secretary IIA

QUALIFICATIONS: High school diploma or G.E.D.; successful, responsible secretarial experience preferred

REPORTS TO: Director

JOB GOAL: Performs advanced-level secretarial duties for a director-level administrator

TERMS OF EMPLOYMENT: Salary and terms of employment according to approved salary schedules

EVALUATION: Performance will be evaluated in accordance with Provisions of the district evaluation plan

PERFORMANCE RESPONSIBILITIES:

***Serves as secretary to a district-level director or administrator.**

***Plans, organizes and coordinates activities to relieve the administrator of routine clerical details.**

***Interviews and screens callers and visitors and provides information or directs to appropriate personnel.**

***Communicates with parents and district personnel on confidential or sensitive issues.**

***Assists district personnel in establishing and preparing bus routes.**

***Consolidates bus routes and other route changes within an assigned area.**

***Assists drivers, principals and the public in solving routing issues; resolves student transportation issues with parents, principals and other school administrators.**

***Assigns substitute and stand-by drivers; assures bus routes are covered.**

***Researches and compiles information and computes statistical data for federal, state, and district reports and special projects as assigned.**

***Reviews and/or prepares a variety of materials and documents; prepares purchase orders and orders supplies and materials.**

***Performs other duties as assigned.**

FLOYD COUNTY SCHOOLS
Salary Schedule 2025-2026 FY
Secretary IIA

<u>Step/Level</u>	<u>/ Annual Salary</u>
0-4	\$28,531.00
5-9	\$34,842.00
10-14	\$40,086.00
15-19	\$41,236.00
20-24	\$42,456.00
25+	\$44,126.00