

EXECUTIVE SECRETARY TO THE SUPERINTENDENT

JD LOCATOR: 4.08.1

Adopted: 8/97

Revised: 11/07

REPORTS TO:	Superintendent of Schools
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

To provide professional secretarial services to the superintendent with very significant responsibilities to the Board of Education to enhance the professional and efficient operation of the school district.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Stamp and screen all incoming mail (post office and inter-school delivery), and forward to the superintendent or other offices as necessary; and, following review by the superintendent, forward on to other administrative offices, or file as needed.
2. Assist with photocopying needs of the superintendent's office as directed by the superintendent, including materials for bi-monthly districtwide administrative meetings and bi-monthly central office administrative meetings.
3. Review with other staff members the need for supplies, professional journals, media publications for the superintendent's office, with follow-up to include receiving billing information and forwarding signed invoices to the business office.
4. Work with other staff members in making arrangements for meeting reservations and other meeting responsibilities for superintendent and/or Board of Education as directed by the superintendent.
5. Prepare monthly administrative meeting agendas and annual administrative in-service agendas as directed by the superintendent.
6. Contribute, along with other administrative offices, in the preparation of the annual pre-school meeting agenda with the superintendent's annual letter for summer mailing, and subsequently work with the data processing office and human resources office in securing mailing labels, checking labels against active employee listings, envelope preparation, and mailing.
7. Prepare superintendent's expense reports and leave reports for the office as directed by the superintendent.
8. Contribute, along with human resources staff, in the preparation of the annual revision of the Personnel Directory, including communication to and from school offices regarding directory information, determination of active contracted employee lists, and proofreading prior to the directory's reproduction and delivery to contracted staff.
9. Order, notify, and prepare awards involved with length-of-service recognition at the annual pre-school meeting in August and recognition of retirees at the annual retirement banquet in April.
10. Provide input to the school calendar as may be requested, along with coordination of distribution of the completed calendar to school offices, Board members, and other outlets as needed and/or requested.
11. Process, screen, and facilitate communications to and from the superintendent's office including memos, letters, phone calls, faxes, e-mails, and media releases as requested by the superintendent.

12. Complete Board of Education meeting responsibilities such as:
 - a. Serving as Board of Education clerk
 - b. Recording of minutes and maintaining permanent records
 - c. Attending all Board of Education regular meetings, special meetings, and study sessions
 - d. Preparing agenda and, working with other staff members, coordinates distribution to the news media, administration, and Board of Education members.
13. Provide minutes of all regular, special, study session, and closed session meetings to school auditors periodically throughout the year in preparation of the district's annual audit in July.
14. Provide minutes of all regular, special, and study session meetings periodically to the Policy Department of the Missouri School Boards Association.
15. Prepare, with the superintendent's direction and working with the MSBA Policy Department, recommended Board policies and administrative regulations for review by the TABS Committee. Following review, communicate any suggested changes to MSBA, and prepare finished copies for Board's first and second reading. Following Board approval, send approved copies to MSBA for inclusion on the district's web site.
16. Process Annual School Election responsibilities of the superintendent's office such as preparation and distribution of Board candidate filing forms and other materials to Board of Education candidates and preparation of legal notices to media and county clerk's office.
17. Work with the superintendent in keeping abreast with Missouri Ethics Commission requirements, forwarding appropriate forms to Board members, and completion and filing with the Ethics Commission the following information:
 - a. Annual Operating Budget form
 - b. Financial Disclosure Statement for Political Subdivisions form
 - c. Policy BBFA, after Board approval every other year
18. Prepare the annual legal compliance notice for news media of Title IX and other government programs and regulations.
19. Receive and file any disciplinary action reports from schools in the district.
20. Prepare all suspension and expulsion notices to parents/guardians as determined by the superintendent, including the certified mailing notice and facilitation of communication between the superintendent, principal, and parents/guardians; record follow-up action by superintendent and/or Board of Education.
21. Prepare for disciplinary action hearings at regular or special Board of Education meetings to include, at the superintendent's direction, preparation of the supporting information prior to the hearing, arrangements for court reporter, facilitating communication between the superintendent and any attorneys involved in the hearing, set-up of the hearing room, and distribution of materials prior to beginning of the hearing.
22. Assist as needed with preparation and administration of the superintendent's office budget.
23. Receive visitors to the superintendent's office in a professional and courteous manner, work with the superintendent in scheduling office appointments, and assist as needed with the superintendent's daily schedule.
24. Work with the curriculum office in the scheduling of meetings for the conference rooms of the Administration Building.
25. Prepare the conference rooms prior to special meetings or study sessions of the Board as well as districtwide administrative meetings; work with other staff members in providing a comfortable and appropriate environment for these meetings.
26. Maintain a commitment to professional development by attending workshops and conferences; promote membership in professional associations for classified staff members.
27. Assist other offices in related duties required for district operations and perform duties as required and/or assigned by the superintendent.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in business administration, secretarial science, or related field preferred.
3. Minimum of five years of increasingly responsible secretarial and administrative experience preferably in a public school district setting.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.

8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to work independently with minimum supervision.
11. Ability to use independent judgment and demonstrates initiative to act without being asked.
12. Ability to prepare and maintain accurate files and records.
13. Ability to meet strict deadlines.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is required to assist distraught and/or angry persons. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date