

**Position Title:** Secretary to Superintendent  
**Department:** Central Office  
**Responsible to:** Superintendent

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**SUMMARY:** Assists Superintendent, Board of Education Members, and District Administrators by performing secretarial duties such as typing, responding to telephone calls, and maintaining files. Acts as liaison between District and community, Superintendent and parents, and Superintendent and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: MOSIS/CORE Data, Human Resources, Central Office Secretary, Transportation**

**Human Resources**

**SUMMARY;** Maintains personnel records for certified personnel.

**Secretary to the Superintendent**

- Types correspondence, letters and memos, forms, etc. for Superintendent and staff. Prepares routine correspondence.
- Maintains confidentiality in accordance with the law.
- Interfaces with district parents, community and legislative leaders and the press regarding District and Board of Education issues.
- Prepares for and works with book keeper for the annual audit.
- Maintains general office files and staff personnel files.
- Responsible for tuition collection, information and correspondence.
- Responsible for district MOSIS/Core Data information and uploads according to guidelines.
- Processes extra graduate hours for certified personnel.
- Maintains lists of probationary and tenure teachers and length of service in district.
- Others duties as assigned

**Central Office Secretary**

- Courteously greets all visitors, determines their needs, checks appointments, and directs them to the proper person.
- Answers office telephones & responds appropriately to requests for information.
- Maintains an attractive and welcoming reception area which includes current school publications.
- Sorts and distributes incoming mail for district; stamps and sorts outgoing mail for district;
- Orders and stocks office supplies for Central Office.
- Performs all personnel background checks.
- Other duties as assigned

**TRANSPORTATION:**

- Assists book keeper in keeping track of monthly extra trip sheets for drivers.
- Assists book keeper in keeping substitute log for bus drivers.
- Keeps accurate records concerning ridership and bus mileage for each bus and puts in report format.

- Request time sheets from bus drivers.
- Maintain driver employment records, physicals, and licenses.
- Assist in compiling yearly state report.
- Assist in arranging transportations schedules.
- Arranges bus transportation in superintendent absence.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**EDUCATION and/or EXPERIENCE:**

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite, Department MOSIS requirements as well as school information system.

**OTHER SKILLS AND ABILITIES:** Strong organizational skills, analytical mind. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and Board of Education policies. **Ability to maintain confidentiality**

**PHYSICAL REQUIREMENT:** *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.*

The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 25 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:** Twelve-month employee. Starting hourly rate per salary schedule and relevant experience. Benefits as defined by board policy.