

Secretary to Superintendent/Central Office

School District Job Description

Position Title: Secretary to Superintendent/ Central Office

Department: Central Office

Reports To: Superintendent

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, District and vendors, District Administrators and parents, District Administrators and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

Secretary to the District Office Administrators

- Types correspondence, letters and memos, forms, etc. for District Office Administrators. Prepares routine correspondence.
- Interfaces with District parents, community, Education Foundation, vendors and legislative leaders and the press regarding District and Board of Education issues.
- Maintains general office files.
- Researches and resolves questions and/or problems regarding residency for school personnel and residents.
- Responsible for tuition collection, information and correspondence.
- Maintains files and summary data on tuition pupils and hardship waivers.
- Responsible for assisting Food Service Director with Free and Reduced Lunch Program.
- Maintains weekly information of Cass County Sheriff's Office, list of sexual predators and works with transportation and Assistant Superintendent concerning this information.

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Date _____

- Maintains correspondence from DFS
- Corresponds with colleges & universities on student teachers and maintains those files
- Proofreads and types student discipline correspondence for Assistant Superintendent
- Assist Assistant Superintendents in scheduling custodial subs.
- Assist Assistant Superintendents with various correspondence & faxes.
- Receives and signs for all UPS, FedEx and truck deliveries
- Assist Assistant Superintendents and Maintenance Dept. with truck deliveries
- Maintains & schedules appointments for Superintendent, Assistant Superintendents, Director of Technology & Food Service and Nurse Coordinator.
- Responsible for COE student
- Responsible for scheduling subs needed in District Office
- Assist in scheduling summer hours for Central Office staff

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 for District Office (Superintendent, Assistant Superintendent, Assistant Superintendents, Director of Technology and Food Service, Nurse Coordinator, Payroll & Insurance, Bookkeepers, Human Resources, Community Relations).
- Maintains an attractive and welcoming reception area which includes current school publications.
- Sorts and distributes incoming mail for District Office; stamps and sorts outgoing mail for district; opens and sorts mail for Superintendent, Assistant Superintendent, Assistant Superintendents and puts Account Payable mail in requested order.
- Orders and stocks office supplies for Central Office (including kitchens & bathrooms).
- Performs all personnel background checks.
- Provides and maintains substitute teacher list to all building principals.
- Collects and reports insufficient checks written to district.

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Date _____

- Responsible for District Office mail room and maintenance of postage machine.
- Responsible for PH Education Foundation (request of Superintendent in 2000)
- Assist Director of Technology with important District information in SIS
- Responsible for mailing appropriate cards and/or plants or flowers when needed
- Assist Assistant Superintendent with District meetings
- Assist Superintendent, Assistant Superintendents and Food Service with Holiday Reception and Sweet Rewards.

SUPERVISORY RESPONSIBILITIES:

COE student (if applicable)

EDUCATION and/or EXPERIENCE:

High School Graduate or equivalent plus 2 years' secretarial experience or training.

EVALUATION:

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

TERMS OF EMPLOYMENT:

Twelve month contract. Salary to be established by the Board of Education.

Acknowledged _____

Date _____