

**Job Description – Superintendent & Board of Education Secretary Revised: 8/26/17**

TITLE: Superintendent & Board of Education Secretary

QUALIFICATIONS:

1. Educational Level: High School Diploma or equivalent. Formal training in office practices and experience preferred.
2. Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof-reading skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

REPORTS TO: Superintendent

JOB GOALS: To assure the smooth and efficient operation of the Superintendent's office. Performs all clerical duties, as necessary for the Superintendent and the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent with day to day operations.
2. Organizes and assists the Superintendent with correspondence.
3. Assists the Superintendent with following procedures regarding timelines for inputting data, scheduling, reporting, calendar functions, and other activities as needed.
4. Compiles and prepares information to be disbursed system-wide.
5. Organizes, records, maintains, and distributes board meeting agendas and minutes.
6. Assures compliance with laws governing open and closed board meetings, and posts notices.
7. Attends board meetings, takes minutes, and provides follow-up for the Superintendent.
8. Collects and synthesizes data for the Superintendent, as directed.
9. Represents and speaks for the Superintendent, as requested.
10. Registers and schedules training and travel arrangements for the Superintendent and the Board of Education.
11. Maintains a pattern of prompt and regular attendance.
12. Ensures primary workstation and responsibilities are covered at all times during the working day.
13. Maintains and manages files, records, office supplies, materials and equipment in an appropriate, accessible and current manner; including records necessary for reporting and accountability. Devises new systems to maintain productivity and efficiency.
14. Maintains accurate and up-to-date data in student records, according to state and local criteria.
15. Processes requests for purchases, receives orders, verifies orders, and disburses shipments in a timely manner.
16. Manages inventory systems.
17. Demonstrates knowledge and proficiency in typing and word processing skills, in spreadsheet applications, in database applications, in the use of internet and email, in the use of other computer applications, in the use of office machinery, as applicable to the job.
18. Demonstrates knowledge and proficiency in the development, revision, and production of documents, reports, forms, and materials.
19. Maintains and manages files, records, office supplies, materials and equipment in an appropriate manner, including records necessary for reporting and accountability.
20. Processes student transcripts, as requested.
21. Demonstrates appropriate verbal, written, and telephone communication skills.
22. Demonstrates proficiency in drafting written correspondence, answers correspondence received by and on behalf of the Superintendent, as requested.
23. Demonstrates accurate and consistent proof-reading skills.
24. Receives and returns telephone calls on behalf of the Superintendent, as requested, using high standards of telephone techniques.
25. Greets visitors in a courteous and professional manner; provides information and handles routine business associated with a busy, productive and smoothly-run office.

26. Acts in a professional manner and maintains a professional attitude toward the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public customer service.
27. Complies with school, system, state, and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
28. Maintains confidentiality of sensitive information and material; adheres to chain of command.
29. Maintains a professional appearance, as appropriate for the job.
30. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated, and efficient office.
31. Participates in workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
32. Show initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
33. Exhibits time on task and a hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.
34. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.