

Job Title: Office Manager and Secretary to Superintendent

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 5 years secretarial experience in education.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Superintendent of Education

Performance Responsibilities:

1. Receive mail over SDENET computer and return information when requested.
2. Log all revenue received in Education Office and turn over to Business and Financial Affairs Coordinator.
3. Compose and/or type correspondence, reports, memoranda, etc.
4. Obtain, gather, and enter data on all certificated and support personnel for State Department of Education via computer.
5. Prepare and submit all reports as requested.
6. Maintain filing records.
7. Order supplies and equipment for schools.
8. Receive and place telephone calls when requested.
9. Schedule appointments for Superintendent.
10. Figure teacher units for each school.
11. Prepare teacher salary schedule.
12. Verify and issue work permits for Child Labor.
13. Be regular and punctual in attendance.

Office Manager and Sec to Superintendent (cont'd)

14. Maintain confidentiality of all school system related information.
15. Maintain proper and professional relationship with other employees.
16. Perform duties in a manner that promotes good public relations.
17. Be familiar with and follow Board of Education policies.
18. Perform other reasonable office related duties as needed.

Terms of Employment: Twelve months a year; salary to be determined by correct salary schedule.