



## EXECUTIVE SECRETARY (CONFIDENTIAL POSITION)

### QUALIFICATIONS:

- High school diploma or equivalent, and additional training preferred;
- Experience in secretarial work;
- Fast, accurate typing, and computer operation ability;
- Experience with Microsoft Office Products, including MS Word, MS Excel, MS Publisher, and MS Outlook;
- Experience with Microsoft PowerPoint and designing presentations;
- Knowledge of current office practices, spelling, business grammar and word usage, procedures, and equipment;
- The ability to keep accurate student, clerical, and confidential records;
- The knowledge and ability to interpret school and District policies and procedures;
- Interpersonal and public relation skills;
- Availability to work some evenings, at a minimum, once a month;
- Ability to organize, prioritize, and complete multiple projects;
- Strong attention to detail;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### REPORTS TO:

- Superintendent.

### JOB GOAL:

- To assist Administration in clerical details, records maintenance, and promote a cooperative working relationship with personnel and the public.

### PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

### **Responsibilities include but are not limited to the following:**

- Perform independent work and varied office functions, including filing, printing, copying, mailing, and maintain a variety of office records;
- Serve as personnel clerk responsible to post vacancies, assist with contracts, and track evaluation cycles;
- Serve as Special Education Secretary and Assistant to the Director of Special Services;
- Prepare and distribute public relations materials to staff, media, and community;
- Prepare reports, including the collection and organization of necessary materials or information;
- Type materials, as needed, including: meeting minutes, negotiation minutes, curriculum, policies and procedures, staff materials, newsletters, and correspondence;
- Promote a harmonious relations between other employees and the public;
- Receive, compile, and keep accurate student accounting records;
- Learn and operate appropriate computer software and equipment;
- Perform general secretarial duties for the District Office;
- Serve as Secretary to the Board;
- Assist in coordinating District events; and
- Perform other duties, as assigned.

### PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;

- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually, in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

\_\_\_\_\_  
Date