**Secretary to the Superintendent**

**REPORTS TO:** Superintendent, Business Office Manager/Accountant

**STATUS:** Non-union

Exempt (FLSA)

**START DATE:**

**COMPENSATION:**

**PAID LEAVES:** Vacation: Years 1 and 2: 1 week

Years 3 through 8: 2 weeks

Years 9 through 15: 3 weeks

Years 16+: 4 weeks

Personal days: 3 per year

Paid holidays: 10 per year

Sick days: 1 earned per full

month of employment

**SUMMARY:**

Assists the Superintendent, Board of Education Members and Accountant/Business Office Manager by performing secretarial and clerical duties as described below. Acts as liaison between district and community, Superintendent and parents, and Superintendent and staff.

**MINIMUM QUALIFICATIONS:**

* Graduation from an accredited high school (Associates Degree or post secondary training in business or related field preferred).
* Skilled in the use of computers and office equipment. Must be able to utilize (School District’s) software and have high level of proficiency in the use of Microsoft Word and Excel.
* Must pass competency test in writing skills, grammar, basic math skills, and use of Microsoft Word and Excel.
* Excellent written and verbal communications required. Ability to communicate and work effectively and courteously with staff, students, parents, vendors and the general public.
* Ability to assume responsibility and maintain confidentiality.
* Ability to prioritize and manage tasks efficiently.

**ESSENTIAL JOB FUNCTIONS:**

**AS NEEDED:**

* Greet public and place and receive telephone calls and distribute messages via Groupwise message software.
* Sort and distribute district mail, open and date stamp central office mail (with the exception of mail marked “Confidential” which will be forwarded unopened) and use routing tags to distribute and file central office mail.
* Type and proofread all correspondence for Superintendent.
* Arrange appointments and travel arrangements for the Superintendent.
* Type updates to policies for board meetings and distribute policies as approved by the Board of Education.
* Publish employment and bid postings.
* Process all incoming applications and distribute to administrators for open positions.
* Create, maintain and provide access to personnel files according to board policy.
* Complete personnel action forms including New Employee Checklist, Employee Status Change, FMLA forms, and other personnel or payroll related forms as required.
* Process required substitute teacher paperwork.
* Inform ISD of home schooled children.
* Process all Schools of Choice applications and forms, keep updated listing and check against SRSD at each student count and reconcile discrepancies.
* Contact board members for special board and committee meetings, post the meetings, develop and distribute agendas and packets, attend special board meetings, and take, process and file minutes of special board meetings.
* Set up administrator meetings, contact administrators and develop agendas.
* Process FOIA requests.
* Process bid specifications and correspondence as required by Superintendent.
* Process letters of agreement between unions and Board of Education.
* Maintain central office petty cash fund.
* Maintain the central filing system.
* Update and maintain office equipment, including fax and postage machines and copier.
* Distribute approved purchase orders and maintain purchase order log.
* Prepare rental contracts for all district facilities and maintain schedule for IM Center.
* Distribute public relations packets.
* Process and distribute student work permits.
* Update weather alert sheets for Superintendent.

**WEEKLY:**

* Type, file, and send weekly Superintendent Notes to Board of Education.
* Process cash receipts and make bank deposits (at minimum-weekly).
* (With Athletic Secretary) prepare and maintain a list of athletic events and cross reference all athletic receipts against the list to account for receipts for all events.
* Distribute payroll checks-biweekly.
* Enter purchase orders on the AS400 and process related reports to verify accuracy of data entry.

**MONTHLY:**

* Post regular monthly board meetings, develop and distribute agendas and packets, attend meetings, and take, process and file minutes of the meetings.
* Update calendar board for office-monthly.
* Distribute staff directory changes-bimonthly.
* Take inventory of office supplies and place orders to make sure that an adequate level of inventory is maintained at all times.
* Update school district information display.

**YEARLY:**

* Coordinate plans for personnel/probationary teachers.
* Update job descriptions.
* Coordinate end-of-the-year calendar for board members.
* Update and distribute school year calendar as negotiated.
* Type individual teacher/administrator contracts.
* Compile/distribute staff directory.
* Process Schools of Choice applications/information for Board of Education approval.
* Coordinate/distribute staff appreciation gifts and arrange for annual staff appreciation breakfast, staff luncheons and in-services, and retired staff gatherings.
* Process administrator and non-union staff evaluations.
* Process staffing information for board approval.
* Process tenure and probation information and provide list for board approval.
* Update all files (including those in the vault) on an annual basis: discard, shred, or box and removes files as prescribed in the Retention of School Records Manual.
* Maintains scholarship recipient files and distributes checks-semi-annually.
* Act as liaison between the School Election Coordinator and the district.

**ADDITIONAL JOB RESPONSIBILITIES:**

* Assist in preparing for the financial audit.
* Serve as a backup to accounts payable.
* Miscellaneous reporting requirements.
* Complete surveys.
* Send sympathy and get well cards.
* Perform any and all other duties as may be assigned by the Superintendent or Business Office Manager.