

Job Description

Title: Executive Secretary to the Associate Superintendent for Educational Services

Reports to: Associate Superintendent for Educational Services

General Summary: Assists in the smooth and efficient operation of the Educational Services Division by responding to community inquiries and requests for program information and by performing a wide variety of communication, clerical, record keeping, bookkeeping, and general office duties with minimal direction and assistance.

Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (15%)
2. Maintains the Educational Services Division budget and expenses, along with possible grant monies, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures. (15%)
3. Coordinates arrangements for substitutes for curriculum, instruction, and program activities. (10%)
4. Assists Educational Services Team members by creating and distributing extra-duty contracts, collecting timesheets, and aiding with the completion of projects within set time lines and expectations. (10%)
5. Coordinates arrangements for conferences and institutes, organizes travel arrangements, secures substitutes as needed, and accounts for required forms from participants for appropriate reimbursement according to District procedures. (10%)
6. Prepares, duplicates, and distributes Division documents and correspondence, including curriculum materials, brochures, and reports for the Board of Education. (10%)
7. Assists with the preparation of rooms and makes needed arrangements for meetings. (5%)
8. Maintains calendar and schedules appointments for Associate Superintendent – Educational Services. (5%)
9. Maintains files and records. (5%)
10. Assists Division hourly staff maintain time records by entering adjustments to Attendance Maintenance system after supervisor approval. (5%)
11. Maintains Educational Services portions of District Website and Curriculum Management System by posting new and/or revised documents. (5%)
12. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: None
3. Experience desired: Previous secretarial experience required. Training in a school environment is desirable.

4. Other requirements:

- * Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
- * Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.
- * Excellent computer skills including experience working with MS Office tools, E-mail, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.
- * Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

Contract Days: 12 Months

Salary Schedule: Professional/Technical

Special Requirements:

	Occasional <u>0 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing		x	
2. Walking		x	
3. Sitting			x
4. Lifting 15-20 lb max.	x		
5. Carrying.. 50 feet.....	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing.....	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling.....		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor or building principal as delegated by the Superintendent of Schools.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____