

## Huron School District 2-2 Job Description

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<b><u>TITLE:</u></b>	<b>Executive Secretary</b>
<b><u>REPORTS TO:</u></b>	Superintendent of Schools
<b><u>QUALIFICATIONS:</u></b>	<p>Must have completed high school, have training in secretarial arts, and have previous experience as a secretary.</p> <p>Must possess computer skills and ability to master district-required software.</p> <p>Must possess excellent planning and organizational skills.</p> <p>Must be effective in use of the telephone.</p> <p>Must use English language correctly and be proficient at editing printed materials.</p> <p>Must respect matters of a confidential nature.</p>
<b><u>JOB GOAL:</u></b>	To assist the superintendent in general office procedures so that he/she may devote maximum attention to the matters of educational administration. To ensure that the central administration office operates in a smooth and efficient manner.

### **PERFORMANCE RESPONSIBILITIES:**

- Develops and maintains a businesslike atmosphere in office area.
- Uses time efficiently in due consideration of priority tasks.
- Is proficient in use of technology equipment and other necessary performance responsibilities.
- Demonstrates attention to detail and accuracy.
- Maintains an awareness of school district programs.
- Greets and assists office visitors.
- Performs secretarial duties (typing, dictation, word-processing) as required by the superintendent.
- Answers phone calls and refers them to appropriate persons as circumstances warrant.
- Opens and processes superintendent's incoming mail.
- Uses initiative and judgment in referring inquiries/concerns to appropriate administrators.
- Processes vouchers and/or requisitions for purchase of supplies, services for the superintendent's office, and the board of education.
- Composes letters and memoranda.
- Maintains a calendar of appointments and makes arrangements for meetings.
- Prepares materials for mailing to school board members.
- Types agenda and assembles materials for the board of education meetings.
- Prepares statistical reports concerning staff and students.
- Prepares enrollment and attendance reports at specified dates.
- Provides staff and salary information for budget projections.
- Obtains, gathers, and organizes pertinent data for the Personnel Record Forms via the Internet that is required annually by the Department of Education. This information is used for accreditation purposes.

- Assist business manager in preparation of annual staff compensation survey.
- Prepares contracts for district personnel to include extra duty and extended contracts.
- Prepares staff rosters and directory.
- Maintains personnel files of district personnel, including employee leave, health certificates, background checks, teacher certificates, and college credits taken.
- Maintains file of active teacher certificates and notifies staff when certificates expire.
- Prepares 'Back-to-School' article for newspaper distribution in the fall.
- Prepares the official school calendar, printing, and distribution to all staff.
- Issues district complimentary passes to all staff as well as complimentary passes to senior citizens.
- Prepares and distributes 'Welcome Back' letter to all staff to include pre-school in-service information.
- Advertises vacancies in the district and receives applications for same. Following the selection of a candidate, notifies applicants that position has been filled, and that files will be kept for one year.
- Coordinates district substitute teacher applications and files.
- Maintains file of alternative school requests (home-school) and appropriate birth certificates.
- Maintains and updates school board policy handbook.
- Prepares materials necessary for negotiations and maintains negotiated agreement.
- Prepares district information brochure (fact finder).
- Prepares travel arrangements for superintendent and board of education.
- Assumes other duties as assigned

**EVALUATION:**      Annually by the superintendent of schools.