



Position Title: **Secretary to Superintendent**

Department: District Office

Reports To: Superintendent

SUMMARY: Provides administrative assistance to the Superintendent and the Board necessary for the efficient operations of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assists the superintendent in general administrative operations providing an efficient and effective office
2. Prepares reports related to student enrollment as required by the superintendent
3. Provides written and verbal communication to board members and staff as directed by the office of the superintendent
4. Collects reports/documents and uploads information to Board Book in preparation for board meetings as assigned by the superintendent
5. Maintains the superintendent's copy of the district's policy manual
6. Receives, disseminates and manages board policies to ensure policies are up to date as recommended by OSBA
7. Acts as the secretary to the board recording minutes for all board meetings and budget committee
8. Responsible for ensuring proper notification of all district public meetings
9. Schedules hearings and hearing officers necessary for district student expulsion hearings
10. Manages scheduling for board and conference room use
11. Prepares and reviews reports as assigned by the superintendent
12. Performs tasks and assumes added responsibilities as the superintendent assigns
13. Works with building secretaries and district data coordinator in gathering, preparing and submitting state reports
14. Attends monthly board meetings
15. Corresponds with district staff and stakeholders via email
16. May be asked to translate, if applicable
17. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma or equivalent required. Minimum of four years of successful experience in administrative positions with advanced technology and programs management/use. Must be proficient with word processing and spreadsheet use.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, memos and interpret documents such as procedure manuals. Ability to write simple correspondence, and format letters and official correspondence. Ability to write reports and business correspondence. Ability to speak effectively with administrators, vendors, staff, students and the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measures, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money.

REASONABILITY SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, crawl or climb stairs occasionally. In an 8 hour day, employee may: stand/walk 1-4 hours; sit 4-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception. On some days, employee may be required to be on duty for 12 hours or more.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date