

SHEFFIELD CITY SCHOOLS
JOB DESCRIPTION - Secretary to Superintendent

POSITION TITLE: Secretary to Superintendent

QUALIFICATIONS: (1) High school diploma. Some college preferred. (2) Proficiency in typing and computer/technology skills. (3) Working knowledge of basic office procedures and the operation of common office equipment, machines and software programs. (4) Composition skills that demonstrate a mastery of grammar and spelling. (Five years related experience. (5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assure the smooth and efficient operation of the office of superintendent in order that the schools and public of Sheffield City Schools may be better served.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

Assists Superintendent, Board of Education Members, and District Administrators by performing highly responsible secretarial duties which include but are not limited to typing, responding to telephone calls, maintaining files, scheduling appointments, etc.

Performs the customary office routines and practices associated with a busy yet productive office. Supports and assists the Superintendent in providing quality services and communication to Students, Staff, Principals, Board Members and the Community.

Maintains a schedule of appointments and independently schedules appointments through Web-based calendar. Maintains a calendar of all meetings/activities scheduled in the Board/ conference room and prepares for such meetings and activities, initiating necessary communication and correspondence prior to and after meetings/activities as needed.

Works confidently with discretion.

Operates a variety of office equipment including a networked personal computer, copy and fax machines. Researches information in STI-PD, INOW, Searchsoft, and internet as needed.

Demonstrates leadership skills for overall effectiveness of the school district and models professional attitude and image.

Maintains a friendly, cooperative, collaborative, and helpful attitude, demeanor, and professional relationship with all staff and colleagues of the school district and community.

Supports the mission and vision of the School District.

Understands applicable sections of the Alabama Administrative Code.

Composes effective correspondence independently and handles correspondence and phone communication related to the activities of the Central Office and the Superintendent.

Establishes and accurately maintains a variety of complex and confidential files and records, ensuring that they are updated regularly, are well organized, and are available to the Superintendent when needed.

Coordinates with Superintendent the dates for Board meetings and sets calendar of Board meeting dates. Acts a liaison for the Superintendent in informing Board members of meetings, special programs, travel, etc. Prepares for the Superintendent all matters to be presented to the Board, both for official action and as information.

Compiles and duplicates informational documents for the packet of materials relevant to each meeting of the Board of Education. Prepares materials contained in the board packet as necessary. Distributes board packets via website to all Board Members and Superintendent.

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Sends proper notice of all Board of Education Meetings/Special Meetings/Work Sessions to the media, schools and others who have requested to receive notice of such meetings. Post meeting notices to the website.

Prepares the agenda for each Board of Education meeting (regular and special meetings). Prepares and distributes all response correspondence from material contained in the board packet as necessitated by the actions taken during each board meeting. Transcribe Superintendent's notes into official minutes from checksheet. Maintain accurate and permanent files of Board of Education meetings as well as the official minute book.

Following meetings, has agreements, reports, etc., signed and notarized, with copies/originals being distributed to departments as needed. Prepares for the Superintendent follow-up letters, memorandums, resolutions, etc.

Schedules reservations and completes registrations as required for the Superintendent and Board Members to attend conferences, conventions, meetings, etc.

Provides support and assistance to the Superintendent in preparing state reports, Institute/Inservice programs, and presentations by the Superintendent, including materials preparation, facility preparation, correspondence, confirmations, and follow-up communication.

Provides assistance to other Professional staff members as directed by the Superintendent.

Maintains and manages personnel records. This includes verification of certifications, college transcripts, background clearances, and work experience. Also, calculates the salary of all new employees, based on "verified" experience and education, and provide the worksheet to the accounting/payroll department.

Submits the necessary paperwork to teachers pertaining to the renewal of teaching certificates. This duty also includes the proper collection and verification to the Alabama State Department of Education for issuance of renewed certificates via the website through the Online Renewal process.

Provides assistance with Retirement paperwork to all staff members planning to retire.

Posts all job vacancies in a timely manner and collects and maintains applications for each position.

Maintains the Board Policy Manual.

Creates a directory for all staff members including home phone numbers and addresses, to be distributed at the beginning of each school year.

Reports regularly to the Superintendent on any developments or problems within the district coming to his/her attention and requiring the Superintendent's awareness or action.

Analyzes situations accurately and exercises independent judgment in assisting the Superintendent, which requires considerable knowledge, use, and interpretation of district policies and procedures.

All other duties/responsibilities as delegated/directed by the Superintendent.

TERM OF EMPLOYMENT: Twelve months. Salary according to the Secretary to Superintendent Board approved salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.