

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Superintendent's Secretary*

QUALIFICATIONS: Must possess at the minimum a high school diploma or its equivalent. Education supplemented by courses in office processes and procedures with clerical and/or secretarial experience is preferred; ability to perform Notary Public duties is preferred.

REPORTS TO: Superintendent

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Secretary 12 - month Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To perform duties in an efficient and productive manner; to maintain records in compliance with state and local requirements.

PERFORMANCE RESPONSIBILITIES:

- File, copy, and handle mail-out materials.
- Answer telephone, route calls, take messages, make phone calls and hotel reservations.
- Attend School Board Meetings to record minutes; assist Superintendent in preparing official minutes of each meeting for permanent record keeping and publication.
- Prepare a reference index of minutes for research purposes.
- Prepare legal notices, advertisements, etc. for publication in official journals, and maintain files of clippings from newspapers.
- Maintain a "library" of periodicals and books for the Superintendent.
- Open Superintendent's mail.
- Schedule meetings and conferences in boardroom for board personnel and other groups.
- Take dictation, type routine and non-routine correspondence, and maintain accurate and up-to-date filing system.
- Arrange Superintendent's calendar of office appointments, committee meetings, etc.
- Prepare school board agenda and deliver to board members, schools, and press, in advance of regular meetings.
- Handle correspondence and records in connection with elections, election notices, and results of all tax and bond elections.

- Cover the telephone and reception area as assigned.
- Submit updated documents to appropriate entities/personnel in reference to the Grant Parish School Board policy manual.
- Maintain Section-16 Little River lot leases, and take annual payments from Lessees.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date