



EMPLOYEE NAME: _____

Reorg/ Created: 10/12; 7/14; 8/15; 3/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Secretary I, Accountability	JOB CODE: 487A
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: Accountability, Research & Grants	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: Executive Secretary I (NEX1)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides high quality secretarial support service while carrying out clerical duties; communicates effectively with diverse populations in the schools and the community.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, word processing and computer productivity tools, typing

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Opens, reads, and routes all mail; handles correspondence for the Assistant Superintendent, Accountability.
3.	Handles telephone communications among central office, school personnel, and the community, prepares correspondence as needed in final form & maintains files of all correspondence and reports.
4.	Designs and prepares reports, monitoring reports, forms, instructional materials, and other documents in final form including financial documents.
5.	Prepares purchase orders for instructional materials and office supplies and materials; monitors all expenditures.
6.	Maintains data and records for the procurement card, and of all expenditures and monitors budget.
7.	Maintains general data and records, develops and creates spread sheets from data as related to programs for which the Assistant Superintendent, Accountability is responsible.
8.	Duplicates, collates, and disseminates written material to all schools and other appropriate personnel.
9.	Sets priorities and performs duties accordingly; demonstrates ability to work independently.
10.	Prepares agendas, attends and records minutes for the Assistant Superintendent's meetings.
11.	Provides support to Accountability Division secretary(s), to include acting as payroll time keeper.
12.	Handles all local and out of town travel arrangements for the Assistant Superintendent, Accountability, creates and processes reports related to travel.
13.	Establishes and maintains the Assistant Superintendent's calendar.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____