



EMPLOYEE NAME: _____

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02; 1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 4/13; 7/13; 7/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Secretary I	JOB CODE: 487A
DIVISION: Leadership	SALARY SCHEDULE: Executive Secretary Annual
DEPARTMENT: Leadership	WORK DAYS: 238
REPORTS TO: Assistant Superintendents	PAY GRADE: Executive Secretary I (NEX1)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative clerical services and assistance for Assistant Superintendents; maintains smooth operations which entail high quality secretarial work while carrying out routine clerical duties; handles heavy telephone duties with an emphasis on courtesy and resolution to create favorable impressions of the school system; maintains a high degree of confidentiality.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years responsible executive secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Keyboard/computer skills (MS Office Suite 10 or above, Adobe 11 or above and existing CCSD system programs), research skills, public relations, written and oral communication

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.	Exhibits a comprehensive knowledge of Leadership and Learning, CCSD and Georgia DOE Administrative Rules I & J, and extensive knowledge of services performed by other central office divisions and the school system philosophy.
3.	Sets priorities and performs duties accordingly; able to work independently while facilitating communications between central office departments, schools, and the general public for Assistant Superintendents; serves as a parent contact for complaints/concerns and works to de-escalate and find resolutions for situations which may arise; keeps the Assistant Superintendents informed on situations and circumstances which require special attention.
4.	Maintains calendar and schedules meetings for Assistant Superintendents, arranges appropriate meeting space, contacts speakers when appropriate, arranges for needed equipment supplies and prepares contracts as needed.
5.	Arranges out-of-town travel and accommodations for Assistant Superintendents and others as directed.
6.	Types/transcribes correspondence, purchase orders, brochures, policies, reports and maintains extensive files for the offices of Assistant Superintendents.
7.	Operates the computer and endeavors to learn resourceful; materials/operations to enhance office procedures; receives, reads and/or annotates incoming mail/email and distributes to appropriate individuals.
8.	Attends, prepares agendas, records and takes minutes of meetings as directed.
9.	Greets visitors, provides information, and/or handles routine business; promotes positive relationships with local school personnel, county office staff, parents and general public by assisting and resolving issues as they may occur whenever possible.
10.	Handles all operational procedures for appropriate areas assigned for elementary, middle, and high schools; facilitates the RFP (Request for Principal) process; coordinates student count at all schools in assigned area.

11.	Processes and maintains budget/expenditure/adjustments, routes performance contracts, monitors and approves overnight field trips for two areas.
12.	Performs other duties as assigned by the Assistant Superintendent or appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____