



EMPLOYEE NAME: _____

Revised: 4/88; 3/92; 6/92; 7/94; 12/94; 3/95; 2/98; 3/01;
3/02; 4/02; 4/03; 6/04; 6/07, 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Secretary I, Teaching & Learning	JOB CODE: 487A
DIVISION: Academic	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: Teaching & Learning	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Teaching & Learning	PAY GRADE: Executive Secretary I (NEX1)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative clerical services and assistance for the Assistant Superintendent, Teaching & Learning; maintains smooth operations which entails high quality secretarial work while carrying out routine clerical duties; heavy telephone duties with an emphasis on courtesy and favorable impressions of the school system.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Minimum three years of secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: 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 the functions of all Departments in Teaching & Learning, including policies and services performed by other Central Office Divisions.
3.	Handles communications (telephone, electronic, and in-person) between Central Office personnel, school personnel, parents and the general public; refers calls to appropriate staff members and/or answers questions and provides information as needed.
4.	Maintains online calendar and schedules meetings for the Assistant Superintendent, secures appropriate meeting space, contacts speakers when appropriate and arranges for needed equipment and/or supplies.
5.	Prepares correspondence, purchase orders, brochures, policies, job descriptions and evaluations, and maintains all files.
6.	Receives, reads, annotates incoming mail and distributes to appropriate individuals; makes additional copies for directors/supervisors/staff when needed.
7.	Posts attendance and maintains payroll records for staff reporting to the Assistant Superintendent for Teaching & Learning.
8.	Assists with budget preparation and maintains financial records for local mileage, registration/travel, contracted services and instructional materials accounts, and pays /monitors all expenditures for Teaching & Learning.
9.	Informs Assistant Superintendent of situations and circumstances that require special attention, compiles information and prepares reports as required by the Assistant Superintendent.
10.	Enters appropriate employee action forms in HR site for position changes, vacancies, hiring, etc. Pulls applications, resumes, reference, arranges interviews, for hiring in Teaching & Learning.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____