



**EMPLOYEE NAME:** \_\_\_\_\_

Created: 7/86; 8/89; 6/92; 3/93; 8/93; 11/94; 2/95; 2/96; 12/97; 1/98;  
3/01; 6/08; 7/14; 5/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Executive Secretary I, Teaching & Learning Support and Specialized Services	<b>JOB CODE:</b> 487A
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Executive Secretary
<b>DEPARTMENT:</b> Teaching & Learning Support and Specialized Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Teaching & Learning Support and Specialized Services	<b>PAY GRADE:</b> NEX1
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs high level secretarial work; disseminates information to departments in Teaching & Learning Support and Specialized Services.	

#### REQUIREMENTS:

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

*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.	Handles telephone communication between central office personnel, school personnel, parents and the general public; refers calls to appropriate staff members; answers questions and gives information as needed.
3.	Audits travel reports, reports of absence requests and clerical time sheets for the Division.
4.	Enters maintenance requests and supply orders for copiers.
5.	Files correspondence and other printed matter.
6.	Orders office supplies for Assistant Superintendent.
7.	Completes monthly service report.
8.	Maintains ledger of expenditures for supplies, printing and materials.
9.	Types correspondence, purchase orders, brochures, policies, job descriptions and evaluations.
10.	Disseminates incoming mail.
11.	Makes appointments and keeps calendar up to date for Assistant Superintendent.
12.	Prepares intent forms, disseminates contracts and prepares summary reports for itinerant personnel.
13.	Performs routine clerical tasks including typing correspondence, budget preparation materials, Board agenda items and reports.
14.	Receives calls regarding requests for due process hearings, mediation and other dispute resolution processes and sends corresponding documents.
15.	Coordinates and schedules participants and meeting sites for mediations.
16.	Copies all documents required for due process hearings and transmits to Board attorneys.
17.	Communicates with Georgia Department of Education regarding requests for due process hearings and mediations.

18.	Maintains and updates school Board policies and various other manuals pertaining to Teaching & Learning Support and Specialized Services policies, regulations and laws.
19.	Ensures that monthly bills are paid, i.e. cell phone bill for special education nurses, Assistant Superintendent and directors of special education and psycho-educational programs.
20.	Arranges conference registration, lodging and travel for Assistant Superintendent.
21.	Enters job vacancy notices, pulls up applications, sets interview times, completes employee action forms and provides information as needed by Human Resources.
22.	Informs Assistant Superintendent of situations that require special attention.
23.	Assists in other offices of Teaching & Learning Support and Specialized Services as needed.
24.	Performs other duties as assigned by Assistant Superintendent.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_