

JOB DESCRIPTION

POSITION TITLE: Executive Secretary I, School Safety Operations	JOB CODE: 487A
DIVISION: Operations	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: School Safety Operations	WORKDAYS: Annual Administrative
REPORTS TO: Assistant Superintendent School Safety Operations	PAY GRADE: Executive Secretary I (NEX1)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative clerical services and assistance to the Assistant Superintendent, School Safety Operations; maintains smooth operation which entails high quality secretarial work while performing routine clerical duties; telephone duties with an emphasis on courtesy and favorable impressions of the school system.	
REVISION DATE(S): 8/22	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency (HSE) required
2.	Certification /License Required: None
3.	Experience: Minimum three years of secretarial experience
4.	Physical Activities: Routine physical activities that required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communications 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.	Manages 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 providing information as needed.
3.	Maintains online calendar and schedules meeting for the Assistant Superintendent, secures appropriate meeting space and arranges for needed equipment and/or supplies.
4.	Informs Assistant Superintendent of situations and circumstances that require special attention.
5.	Compiles information and prepares reports related to any district situation as required by the Assistant Superintendent.
6.	Assist in communication between the Assistant Superintendent and other departments within the Operations Division.
7.	Sets priorities and performs duties accordingly. Demonstrates the ability to work independently with attention to detail, using discretion in matters that are sensitive in nature and require confidentiality.
8.	Comprehensive knowledge of all aspects of school safety plans and protocols.
9.	Opens, reads, and routes all mail, manages correspondence for the Assistant Superintendent.
10.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____