



Para-Professional -Job Description

Job Title: Executive Secretary, To Board of Trustees

Pay Grade: SA 9

Min \$39,957/Mid.\$49,937/Max. \$59,917

Reports To: Superintendent

FLSA Status: Non-exempt

Dept./School: Superintendent's Office

Minimum Duty Days: 226 days

Primary Purpose:

The job of the Executive Secretary to the Board of Trustees is to ensure the efficient operations of the office and the daily operations of the district. Work under general supervision and direct the work of clerical employee assigned. Handle confidential information professionally with all levels of district employees, parents, students, outside entities and the general public. The job of the Executive Secretary to the Board of Trustees requires strict confidentiality of information.

Minimum Requirements:

- High school diploma or GED from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission
- Five years of Administrative Secretary experience, within a public-school setting involving preparation and management of public documents and records.
- Proficient skill-based competencies required to satisfactorily perform the functions of the job including effective and accurate operation of standard office equipment, proficient knowledge and use of pertinent software applications (e.g. Microsoft Office Suite, Board Book, Google Suite, Workflow, word processing, and file maintenance).
- Proficiency in written and oral communication in the English and Spanish languages.

Preferred Requirements:

- Associate or Bachelor's degree from an accredited institution.

Special Knowledge/Skills:

- Demonstrated ability to work effectively and harmoniously with all district staff, board members, parents, students and general public.
- Demonstrated ability to communicate effectively both in written form and orally in English and Spanish.
- Knowledge of school district organization, operations, and administrative policies.
- Excellent organization, communication, and interpersonal skills.
- Possess technical skills necessary to perform essential job requirements such as email, correspondence and power point presentations, Word, Excel, PowerPoint, Google Doc., Spreadsheets, Forms, Canva, Board Book, Workflow, Financial Systems and any other systems the district is utilizing.
- Ability to assume responsibility without direct supervision, exercise judgment and make decisions within the scope of authority.
- Ability to communicate with the public pleasantly both in person and by telephone.

- Demonstrate a professional disposition and demeanor to work with integrity, ethical perspective and loyalty to the Superintendent, Board of Trustees, and school system.
- Ability to work under pressure.
- Ability to multi task and work with frequent interruptions.
- Excellent organization, communication, and interpersonal skills.

Major Responsibilities and Duties:

1. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
2. Coordinates with Police, Information Technology, and Instructional Technology personnel are in attendance at board meetings.
3. Record minutes of executive staff and board meetings as required.
4. Prepare correspondence, memoranda, and reports for Superintendent, including but not limited to agendas, minutes, policies, bulletins, reports, legal notices, memos, etc.
5. Assists with the Preparation of agendas, handouts and notes of weekly Cabinet Meetings, Superintendent's Leadership Meetings, and other Superintendent's meetings as required.
6. Works collaboratively with superintendent's secretary to compile and prepare weekly board update for distribution to the Board of Trustees, including executive summaries, confidential reports, board requests' responses and mail received for trustees.
7. Assist coordinating and facilitating all Board Meetings, Superintendent's Leadership Meetings, Superintendent's Leadership Summit, Weekly Cabinet Meetings, etc., including location, refreshments and set up for each.
8. Assist in coordinating a variety of projects, activities and events for the Superintendent (e.g. meetings, receptions, luncheons, workshops, appointments, etc.).
9. Coordinate travel arrangements for Superintendent and Board Members as needed, including hotel reservations, conference registration, etc.
10. Coordinate with department secretaries the scheduling of board committee meetings, district events and any other meetings requiring the Superintendent's attendance and/or participation.
11. Coordinate and facilitate all meetings, including virtual platforms for the Superintendent, staff and outside entities.
12. Schedule and facilitate Finalists' interviews with the Superintendent.
13. Monitor all approvals on behalf of the Superintendent, such as Board procedures, public relations issues, TEAL accounts, PEIMS reporting, TEA reporting for Transportation, Finance, Instruction, Waivers and other required state/federal reporting.
14. Manage and monitor all reports, documents, and outgoing assignments requiring the Superintendent's signature; and ensure all documents have been reviewed and approved by the appropriate department directors and returned in a timely fashion.
15. Maintain manual and electronic documents, files, and records (e.g. contacts, time sheets, legislative information, databases, website, etc.) for the purpose of providing up to date information and historical reference in accordance with established administrative guidelines and legal requirements.
16. Maintain budgets for Office of the Superintendent and Board of Trustees.
17. Works collaboratively with Superintendent's secretary to maintain Superintendent informed of all reported district incidents.
18. Maintain, record, and follow up on all board requests, including items discussed at board meetings and open forum.
19. Respond accordingly to telephone calls, concerns and complaints for the purpose of resolving problems, providing information and referring to appropriate personnel.
20. Receive and assist all visitors, district staff, parents, and students in the Office of the Superintendent and assist the Superintendent with resolutions
21. Oversees the work activities within the office for the purpose of organizing assignments, monitoring

progress, and ensuring completion with established guidelines.

22. Maintain the integrity of the office of the Superintendent and ensure strict confidentiality at all times.
23. Dress professionally and appropriately at all times.
24. Follow district safety protocols and emergency procedures.
25. Assists as time clock manager for Superintendent Office and Cabinet Members.
26. Performs such other duties as may be assigned.

Equipment Used:

Personal computer, email, scanner, printer, copier, fax machine and phone system.

Working Conditions:

- Work prolonged or irregular hours, including weekends
- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- Possible exposure to biological hazards
- Prolonged sitting, standing, and walking; occasional bending/stooping, pushing/pulling and twisting
- Prolonged use of electronic equipment
- Frequent keyboarding

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date