REVERE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SECRETARY TO THE SUPERINTENDENT** **File 208**

Reports to: Superintendent

Job Objective: Performs office duties that support effective administrative services.

Minimum Qualifications:

- High school diploma or GED. Advanced secretarial skills and ability to implement principles of office administration (i.e., organization, procedures, etc.).
- Ability to analyze and communicate complex information in easy-to-understand formats.
- Advanced office-related technology skills deemed essential at the time of hire.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective leadership, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Follows complex instructions. Recognizes and corrects errors independently.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

1. Serves as the superintendent's confidential secretary and personal assistant. Manages effective office operations that facilitate the timely attainment of district objectives.

Supports the superintendent's implementation of adopted master agreements.
Manages concurrent responsibilities effectively in a dynamic and challenging work environment.

- Collects and organizes information. Confirms data to prevent entry errors. Creates documents, maintains database information, prepares spreadsheets and develops program materials.
- Maintains an effective records management system. Files and retrieves information.
- Collaboratively develops effective solutions for work-related problems.
- Prioritizes tasks. Completes assignments within required time-frames.
- Keeps the superintendent aware of work progress/pending deadlines.
- Prepares board agendas and meeting packets. Posts board-meeting minutes.
- Updates board policy and administrative procedure manuals.
- Prepares the district calendar.
- Prepares federal/state reports as directed.
- Processes home schooling applications and maintains records.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Prepares professional files for newly hired certificated/licensed staff.
- Monitors licensure and fingerprinting for professional staff. Provides LPDC office support by preparing agendas, helping committee staff with documentation and updating professional files.
- Assists with personal and other leave requests, salary increases related to additional education, and resignation/retirement notices.
- Acknowledges/offers assistance to office visitors. Directs inquiries to appropriate staff.
- Answers/directs telephone calls. Writes accurate messages when staff members are not available.
- Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
- Investigates vendor prices. Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
- Prepares requisitions for the superintendent and communications specialist. Verifies deliveries with packing lists/purchase orders. Reconciles invoices for payment. Maintains an account ledger.
- Makes travel arrangements for the superintendent when requested.
- Provides back-up support for other departments. Assists with special projects as directed.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with the Employee Code of Excellence.

- Cultivates community relationships that promote strong public support for the district.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes and administrative directives when dealing with discrimination, inappropriate behavior and suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to create a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules vary by position. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.