Revised
7/2024

ST. CHARLES PARISH PUBLIC SCHOOLS

EXECUTIVE SECRETARY

Job Title: Executive Secretary
Salary Grade: Steps 0-6
Work Year: 260 Days, 8.0 Hrs/Day
FLSA Status: Non-Exempt
Department: Central Office Based
Reports To: Superintendent

PURPOSE–The job of Executive Secretary is done for the purpose/s of assisting the Superintendent and the Board of Education with the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.

ESSENTIAL FUNCTIONS

- Attends Board meetings, public hearings, and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution, and/or supporting the needs of attendees.

- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for the Superintendent.

- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

- Maintains a wide variety of complex manual and electronic document files and records (e.g. contacts, timesheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a variety of activities on behalf of the Superintendent (e.g., Board procedures, public relations issues, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Prepares and processes a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

- Procures supplies and equipment for the purpose of maintaining the availability of required items.

- Represents the Office of the Superintendent in the Superintendent's absence for the purpose of addressing matters that require immediate attention.

- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.

- Responds to a wide variety of calls, concerns, and/or complaints for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.

- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.

- Supports Superintendent and School Board for the purpose of proving assistance with their functions and responsibilities.

- **Other Functions**

- Submits, edits, and reviews Board meeting agenda items on behalf of Executive Staff, Superintendent, and Board members for the purpose of conveying accurate information on Boarddocs.

- Coordinates quarterly senior secretary meetings for the purpose of disseminating information to Department secretaries.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

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PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately

- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business office etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; effectively communicating with diverse groups; maintaining confidentiality; maintaining professionalism; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required. Three years experience in general office management including use of computer word processing and other software. Prior clerical school-district experience preferred upon hire.

Education: High school diploma or equivalent. Targeted, job related education with study in job-related

area.

_____ _____
Employee’s Signature Date

_____ _____
Supervisor’s Signature Date