

Job Title:	EXECUTIVE ASSISTANT TO SUPT. / BOARD SECRETARY
Department:	Clerical
Reports to:	Superintendent
Classification:	Non-exempt / Support Staff
Employment:	12 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

This position provides clerical assistance for the Superintendent, along with job duties essential to the operation of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Receives telephone calls and greets guests in the Superintendent's office.
2. Correlates all attendance and membership reports for the state department reports.
3. Coordinates submission and/or submits the August, October, December, February, April, and June MOSIS / Core Data reports including: Teacher salary data, the school calendar, support staff count, student course enrollment, summer school enrollment, special education reports, vocational education reports, and others.
4. Submits required Legal Notices for publication.
5. Prepares documentation for board candidate filings and election.
6. Prepares the yearly Academic Calendar at the direction of the Superintendent.
7. Coordinates required employee background checks. Notify Accounting of reimbursements due to employees.
8. Maintains database of all district employees.
9. Maintains database of teachers' tenure status.
10. Maintains database of teachers' certifications and expirations.
11. Maintains database of teacher' educational level and advancement on salary schedule.
12. Maintains database of years of service for all employees.
13. Prepares annual Employment Recommendation Lists for Board of Education consideration.
14. Maintains file of applicants.
15. Coordinates maintenance of all copies of the district's MSBA Board Policy books.
16. Gathers information from various sources to assist in the development of the board agendas, minutes and supporting documentation.
17. Prepares board meeting packets and meeting information in electronic form.
18. Prepares deposits of all tax revenue received by the district.
19. Serves as designated reporter and district liaison for workers' compensation claims.
20. Provides assistance to the Superintendent in preparation of the annual budget.
21. Prepares contracts and salary information for probationary and tenured teachers.

22. Prepares extra duty contracts.
23. Prepares salary information for support staff.
24. Provides coordination and information for the district's annual audit.
25. Gathers qualification data and certification file of Substitute Teachers.
26. Maintains and distributes the approved Substitute Teacher listing to the building principals or their designee.
27. Schedules appointments and meetings for the Superintendent as directed.
28. Assembles and types a variety of correspondence and reports.
29. Maintains confidential nature of all school-related matters.
30. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma (or its equivalent), a basic knowledge of accounting, and computer experience in word processing, database, and spreadsheets.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

Communication (written and verbal) skills – high proficiency

Computation

Math skills – high proficiency

Reasoning

Reasoning skills such as investigating and fact gathering, problem-solving and the ability to interpret and follow directions are critical to job performance – high proficiency

Technology

Microsoft Office (including Word, Excel, Access, Publisher, PowerPoint) – high proficiency

Additional Skills and Abilities

Interpersonal communication and the ability to work closely with a group – high proficiency

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This position requires prolonged computer use.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Hours / Attendance / Travel

37.5 hours per week, Monday through Friday, Beginning and ending time set by supervisor.

Regular attendance is an essential function of the job.

Outside of the normal Monday through Friday work hours, this position requires irregular hours – attendance at monthly School Board Meetings (evenings), semiannual School Board Study Sessions (evenings), and other events/meetings as necessary.

Some travel is required – monthly School Board meetings, School Board Study Sessions, monthly MOSIS webinars (Tech Office at High School), annual MSBA Board Secretary workshop (in conjunctions with the MSBA Annual Conference), occasional inter-district mail pick up/delivery rounds, and other travel as necessary.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Office environment: Typical

Deadlines: Frequent

Risk of injury: Minimal

Noisy environment: Routine (visitors, phones, bus radio)

Distractions: Routine (visitors, phones, bus radio)

Exposure to disease: Minimal, sporadic

Outdoor work: Rare

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.