

TITLE: SECRETARY TO SUPERINTENDENT

QUALIFICATIONS:

1. Bachelor's degree in a secretarial field or Certified Professional Secretary rating
2. Five years' experience as a secretary
3. Training in word processing skills

REPORTS TO: Superintendent

JOB GOAL: To relieve the Superintendent of paperwork and other necessary tasks so that he/she may devote maximum attention to the fulfillment of the educational philosophy of the Florence City School System.

PERFORMANCE RESPONSIBILITIES:

1. Compile Board of Education meeting agendas including hiring credentials.
2. Notify employees, media and webmaster of upcoming Board meetings in accordance with education law.
3. Takes and transcribes dictation of various types: correspondence, reports, notices, agendas, resolutions, and minutes of Board of Education meetings.
4. Prepares *Awards of Excellence* for presentation at Board of Education meetings.
5. Following Board of Education meetings, prepare correspondence with personnel affected by Board action, disseminate approved Board action to all personnel, media and webmaster, and file all approved action items in appropriate files.
6. Types new and revised Board of Education policies and distributes them as instructed to keep all Policy Manuals updated.
7. Posts all job and supplement vacancies.
8. Places and receives telephone calls.
9. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
10. Maintains the Central Office building calendar.
11. Distribute Statements of Intent annually to all personnel.
12. Makes travel arrangements for the Superintendent.
13. Coordinate administrative applicant interviews and performance tasks.
14. Welcomes visitors and arranges for their comfort.
15. Maintains a regular filing system, plus the following files:
 - A. Personnel files
 - B. Teacher certification
 - C. Director of all personnel
 - D. Highly Qualified teaching status
16. Creates additional files as needed by the Superintendent.
17. Maintains certified personnel records that include but are not limited to applications, credentials, teaching certification, evaluations, transcripts.
18. Works with certificated personnel to renew expiring certificates.

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19. Answers questions from applicants regarding teaching certification requirements.
20. Copy and distribute information from personnel files to principals and employees as requested.
21. Create and maintain support substitute list.
22. Process incoming postal and interschool mail directed to Superintendent's office.
23. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance to be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 4-26-13