



TITLE: SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT/BOARD CLERK

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree
2. Minimum of three (3) years of work experience as a secretary
3. Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
4. Proficiency in computer software applications (Word, Excel, PowerPoint, Access and other software programs); Proficiency in Board Book is a plus
5. Strong interpersonal skills as well as written and oral communication skills are essential.
6. Telephone etiquette, (must be a self-starter/self-motivator and energetic).
7. Confidentiality, maturity, and professionalism at all times are essential for this position.
8. Any and all other qualifications may be set by the Superintendent.

REPORTS TO: Superintendent

JOB GOALS: To provide secretarial/clerical duties that assist the Superintendent and the Board of Education in carrying out assigned responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Receives telephone calls and visits, always exercising tact and diplomacy when dealing with individuals.
2. Establishes and maintains correspondence files and other files.
3. Assists in the preparation of all local, state, and federal reports.
4. Handles all correspondence for the Superintendent.
5. Conducts supportive activities of a secretarial nature as required to carry out job assignments.
6. Meet the public in a pleasant, respectful, and courteous manner, assisting public as required or desirable.
7. Works with other employees in cooperative, courteous manner at all times.
8. Schedules appointments for the Superintendent and maintains the Google calendar at all times.
9. Completes filing and retrieval of information efficiently.
10. Disseminate information to administrators, teachers, parents, and any/all other personnel when necessary.
11. Order and maintain supplies for efficient office operation.
12. Receives and processes all legal student transfer from school within and outside district; including maintaining and up-dating the running list for the district and others for the required reports.

13. Schedules/coordinate reservations and ensures all bookkeeping requirements are completed for travel to/from meeting for the Superintendent.
14. Performs extensive phone duties to include school personnel, parents, etc; usually screening calls for direction to proper location/contact person.
15. Be the central office liaison for any needs that may arise; i.e. maintaining problems, etc.
16. Communicate closely with Washington County Board of Supervisors, Board Members, Area Press, Area Superintendents, and any and all other personnel requesting assistance.
17. Any other duties assigned by the Superintendent.

BOARD CLERK PERFORMANCE RESPONSIBILITIES:

1. Established and maintains correspondence files pertinent to Board operations.
2. Researches and furnishes information requested of the Board.
3. Handles all correspondence for the members of the Board of Education.
4. Informs Board Members of upcoming meeting and school events. Monitors the board approve Annual Calendar.
5. Disseminated information to agencies as requested by the Board Members.
6. Ensures that all information is collected from each department/school for inclusion in Board Packet.
7. Prepares and assembles Board Packet of agenda items that have been approved by the Superintendent; attach all support documentation for agenda items; creates and prepares agenda on Board Book by the established deadline.
8. Provide Board Book technical assistance/support for Board members or any other district staff as needed.
9. Serves as official recorder at all board meetings.
10. Disseminates approved date from board meeting to the Human Resources and all other departments, and/or any and all affected personnel.
11. Prepare official minutes of board meetings, and disseminated to Superintendent, Board Members and Board Attorney.
12. Coordinate and/or prepares any and all follow-up from board meetings.
13. Schedules, coordinates reservation and ensures all bookkeeping requirements are complete for travel to/from meeting for the School Board and Board Attorney.
14. Coordinate, maintains and updates Board Member Training. Provides mid-year report to Superintendent and Board Members.
15. Coordinate, maintains, ensures and monitors board compliance of Process Standards.
16. Prepares MS Ethics Commission Annual Statements for all elected officials
17. Any other duties assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance of this job will be evaluated by the Superintendent.

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