

TITLE: SECRETARY TO THE SUPERINTENDENT

Definition: An employee hired to manage correspondence and the detailed work of the Superintendent's office.

QUALIFICATIONS:

1. College degree preferred/High School Diploma required
2. Computer experience required
3. Strong written and oral communications skills
4. Proficient word processing skills
5. Experience in dealing with the public
6. Minimum of two years experience in secretarial work, preferably in a school district.

REPORTS TO:

Superintendent

JOB GOALS:

1. To assist the superintendent with tasks necessary for the efficient operation of the district.
2. Provide positive public relations in all capacities of the job.
3. Serve as a vital key in ensuring the flow of information from the staff and the public to the superintendent, as well as, assist in other duties outlined by the superintendent, deemed necessary to an effective, positive, district program.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Assists the superintendent in general administrative operations.
1. Serves as secretary to the Board of Education and Foundation for Rocky Ford Schools
2. Attends meetings as assigned by the superintendent.
3. Collects data, prepares and executes reports for electronic submission as required by Colorado Department of Education on the Automated Data Exchange system.
4. Accurately type letters, memos, reports, etc.
5. Answer telephones, take and deliver messages, make appointments, handle mail.
6. Compose standard responses to routine letters and maintain files.
7. Handles correspondence and communications of the superintendent.
8. Keeps the district and superintendent's calendar accurate and updated.

9. Maintains the superintendent's copy of the district policy manual.
10. Files reports and requests of the superintendent.
11. Reports to the superintendent any developments or problems requiring the superintendent's awareness or action.
12. Performs such other tasks and assumes such other responsibilities as the superintendent may from time to time assign or delegate.

TERMS OF EMPLOYMENT:

Twelve-month position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STAFF HANDBOOK: August 2002
August 2006
August 2007