

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Administrative Assistant to Superintendent/School Board Clerk

### QUALIFICATIONS:

- Bachelor's degree preferred (*Other work experience in lieu of degree may be considered*)
- Minimum of three (3) years of work experience as a secretary or in a related field
- Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs); Proficiency in Boardbook is a plus
- Strong interpersonal skills as well as written and oral communication skills are essential. Telephone etiquette, (must be a self-starter/self-motivator and energetic).
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- Confidentiality, maturity, and professionalism at all times is essential for this position
- Good physical condition with the ability to lift 10 pounds
- Any and all other qualifications as may be set by the Superintendent of Education
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**REPORTS TO:** Superintendent

**JOB GOAL:** To assure the smooth and efficient operation of the Superintendent's office so that the maximum positive impact on the education of children can be realized

**PERFORMANCE RESPONSIBILITIES:** The Superintendent's Administrative Assistant/Board Clerk is directly responsible to the Superintendent, performing secretarial/clerical duties that assist the Superintendent and Board of Education in carrying out assigned responsibilities.

### Superintendent's Secretary

- Receive telephone calls and visits, always exercising tact and diplomacy when dealing with all individuals
- Establish and maintain correspondence files and other files
- Assist in the preparation of all local, state, and federal reports
- Handle all correspondence for the Superintendent.
- Conduct supportive activities of a secretarial nature as required to carry out job assignments
- Meet the public in a pleasant, respectful, and courteous manner, assisting public as required or desirable
- Work with other employees in cooperative, courteous manner at all times

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- Schedule appointments for Superintendent and maintain his/her google calendar at all times
- Complete required records/reports promptly, accurately, neatly, and competently
- Complete filing and retrieval of information efficiently
- Disseminate information to administrators, teachers, parents, and any/all other personnel when necessary
- Order and maintain supplies for efficient office operation
- Receive and process all legal student transfers from schools within and outside district, including maintaining and updating the running list for the district and others for required reports
- Schedule, coordinate reservations, and ensure all bookkeeping requirements are completed for travel to/from meetings for the Superintendent
- Perform extensive phone duties to include school personnel, parents, etc. usually screening calls for direction to proper location/contact person
- Be the central office liaison for any needs that may arise, i.e. maintenance problems, etc.
- Maintain an updated list of schools facilities, personnel, addresses, contact numbers
- Communicate closely with Sunflower County Board of Supervisors, SCCSD Board Members, area press, all administrators, MS Department of Education, chancery and circuit clerks, board attorney, area superintendents, and any and all other personnel requesting assistance
- Perform any other duties assigned by the Superintendent

## **Board Clerk**

- Establish and maintain correspondence files pertinent to Board operations
- Research and furnish information requested of the Board
- Handle all correspondence for the members of the SCCSD Board of Education
- Inform board members of upcoming meetings and school events
- Monitor the board approved annual calendar
- Disseminate information to agencies as requested by the board members
- Ensure that all information is collected from each department/school for inclusion in board packet
- Prepare and assemble board packet of agenda items that have been approved by the Superintendent, attach all supporting documentation for agenda items, create, and prepare agenda in Board Book by the established deadline
- Provide Board Book technical assistance/support for board members or any other district staff as needed
- Serve as official recorder at all board meetings
- Disseminate approved data from board meetings to the Human Resources and all other departments, and/or any and all affected personnel
- Prepare official minutes of board meetings and disseminate to superintendent, board members and board attorney
- Coordinate and/or prepare any and all follow-up from board meetings
- Schedule, coordinate reservations, and ensure all bookkeeping requirements are completed for travel to/from meetings for the school board and board attorney

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- Coordinate, maintain, and up-date election dates and supporting documents for execution
- Coordinate, maintain and up-date board member training and provide mid-year report to superintendent and board members
- Coordinate, maintain, ensure, and monitor board compliance of Process Standards
- Prepare MS Ethics Commission Annual Statements for ALL elected officials.
- Perform any other duties assigned by the Superintendent

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_

(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_

(Supervisor)