

Job Title: Secretary to Superintendent**Exemption Status:** Non-Exempt**Reports to:** Superintendent**Date Revised:** 10.2021**Dept./School:** Administrative Offices

Primary Purpose:

Work to ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Organize and manage the human resources activities for the district and provide assistance to employees to ensure employment requirements are met.

Implement the district's workers' compensation program according to established policy, rules, and regulations. Process and provide timely notification and communication with employees, supervisors, and insurance carrier regarding workers' compensation claims.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, short correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Knowledge of administration of employee benefits programs and applicable laws

Ability to interpret and disseminate insurance and benefits information to individuals and groups

Ability to effectively present information in one-on-one and to small and large groups of employees

Proficiency in keyboarding and file maintenance

Ability to prioritize workflow to address the multiple needs of the district

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

Experience:

3-5 years or more secretarial experience with extensive contact with people preferred

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
2. Record minutes of executive staff and board meetings as required.

3. Prepare all correspondence, memoranda, and reports for superintendent.
4. Comply with policies established by federal and state laws and regulations, and local board policy
5. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
6. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
7. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
8. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Maintain confidentiality of information.
11. Prepare correspondence, forms, manuals, schedules, and reports for the director of human resources and other department staff members.
12. Prepare recruitment and new-hire packets.
13. Process and receive criminal history record information, references, and other application materials.
14. Assist with maintenance of information in employee database.
15. Prepare and distribute employment contracts.
16. Compile, maintain, and file all reports, records, and other documents as required including preparing various federal, state, and local reports.
17. Monitor and process employee time records, including leave requests and reports.
18. Prepare correspondence and forms. Compile, maintain, and file all reports, records, and other documents as required including workers' compensation records and confidential medical certifications.

Reception and Phones

19. Answer incoming calls and greet visitors. Respond to routine inquiries from the public, board members, and staff and refer appropriate inquiries or problems to superintendent or other administrators.
20. Maintain flags and district marquee with updated information as necessary.
21. Schedule appointments and maintain superintendent's calendar.

Benefits Administration

22. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.

23. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
24. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
25. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
26. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefits enrollment and change forms within required time limits to meet payroll deadlines.

Workers' Compensation Administration

27. Receive and process accident reports and workers' compensation claims. File all insurance forms and Texas Department of Insurance, Workers' Compensation Division reports including wage statements, first report of injury, supplement report, and job information in a timely manner.
28. Establish and maintain contact with injured employees and provide assistance with claims and obtaining health care as appropriate.
29. Communicate with workers' compensation insurance carrier, doctors, nurses, campuses, and health care providers to enable appropriate processing of claims.
30. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.
31. Work with employees to ensure appropriate use and access to applicable leave and insurance benefits.
32. Assist administration to prepare for conferences and hearings.

Other

33. Assign work to executive office clerical staff and oversee completion.
34. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
35. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
36. Greet visitors and assist employees and applicants with completing applications and required paperwork.
37. Maintain a schedule of appointments and assist with scheduling interviews and meetings.
38. Make meeting arrangements for district activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
39. Receive, sort, and distribute mail and other documents to department staff.

40. Compile, maintain, and file all reports, records, and other documents as required.

41. Maintain confidentiality.

42. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to assigned clerical staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____