

# CENTRAL OFFICE SECRETARY

## **QUALIFICATIONS:**

- Demonstrate above average clerical skills, abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, Excel Spreadsheet, Powerpoint, Desktop Publishing (Adobe Products), Student Management Systems (i.e. Skyward).
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- Ability to maintain self-control and complete tasks with frequent interruptions
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel
- High school diploma

## **REPORTS TO:**

**Direct Supervisor:** Superintendent

## **VISION:**

The central office secretary performs complex responsible secretarial and clerical functions assisting central office administrative staff, including but not limited to: managing clerical detail and participating in operational aspects of the administrators' assignments. This includes working with confidential information related to employees and information used in collective bargaining and contractual matters.

## **JOB GOAL:**

The central office secretary's job goal is to assure the smooth, efficient and accurate operation of the central office for maximum positive impact on the educational system

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## **PERFORMANCE RESPONSIBILITIES:**

- Assists in answering and routing incoming calls and correspondence
- Maintains filing systems including locked confidential files
- Prepare brochures and fliers as needed by schools and administration

- Conduct research as assigned and prepare factual and evaluative reports and summaries relating to district's negotiated contract, programs, policies and procedures
- Transcribe dictation of minutes, letters and memorandums including materials of a confidential nature as required by the position
- File required reports with state and federal education agencies
- Assist in the maintenance of the Student Information System (SIS) and Skyward
- Assists and trains Building Secretaries in the use of the district's student management system
- Fully participates in trainings related to the district's student management system and disseminates information as directed by supervisor
- Assists with the management of programmatic budgets
- Assists in the research and management of information required for the collective bargaining policies and processes
- Assist in the preparation and dissemination of the district collective bargaining proposals and employment contracts
- Assist in the management of confidential employee records and related information
- Other duties as assigned

### ***TERMS OF EMPLOYMENT:***

#### **Work Day:**

Standard Work Day per Contract – 7.5 Hours

#### **Work Year:**

12 month contract

#### **Bargaining Unit:**

Exempt

#### **Salary and Benefits:**

Salary commensurate with District Office Secretary Salary Schedule

#### **EVALUATION:**

Per district procedures for exempt employees