

## Superintendent Secretary

**Reports to:** Superintendent

**Purpose:** Ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Work under general supervision, handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

**Education/Certification:** High school diploma or GED Special

**Knowledge/Skills:** Proficient keyboarding, word processing, and file maintenance skills Knowledge of school district organization, operations, and administrative policies Excellent organization, communication, and interpersonal skills Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

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

1. Prepare and post official board agenda and records.
2. Record minutes of executive staff and board meetings as required.
3. Compile information and prepare reports as needed.
5. Distribute board materials to administrators, principals, and media.
6. Compile information from other departments and respond to requests for public information in a timely manner. Reception and Phones
7. Schedule appointments and maintain superintendent's calendar
8. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to superintendent.
9. Answer incoming calls and handle questions from public, outside agencies, board of trustees, and staff. Other
10. Organize and manage routine work activities of the executive office.
11. Maintain physical and computerized files, including board minutes and closed session records.
12. Assist with travel arrangements for board members, administrators, and students as needed, including making hotel reservations and turning in conference registration forms.
13. Review and distribute mail.
14. Coordinate Position Control on behalf of the superintendent.
15. Maintain confidentiality of information.
16. Other duties and responsibilities as assigned.

Please send Cover Letter and Resume to [marshall.harrison@region16.net](mailto:marshall.harrison@region16.net)