

## **Secretary to the Board/K - 12 Director**

*All employees and volunteers at Twin Peaks work together to fulfill the Twin Peaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.*

### **Role Definition:**

The Secretary is the first point of contact for visitors, volunteers and prospective students. Primary responsibilities include front desk reception, telephone and school secretarial duties, administrative assistance to the TPCA Board of Directors, and assistance with other office procedures.

### **Board of Directors Responsibilities:**

- Prepares and posts the agenda for each meeting as directed by the President of the Board of Directors
- Prepares and distributes meeting packets prior to each meeting
- Attends and records all open TPCA Board of Directors meetings
- Maintains all TPCA Board of Directors meeting minutes and makes them available to the public upon request
- Maintains TPCA's Charter and Contract information and history
- Maintains policy binder and submits new or changed policies to the TPCA WebMaster for inclusion on the website.
- Maintains archives of school records inclusive of Board and Committee minutes
- Makes arrangements for all catered Board functions

### **School/Administration Responsibilities:**

- Spearhead all-school, all-parent communication via electronic means
- Manage secretarial and health clerk personnel
- Assist with/during school emergencies
- Use database to locate and call for students come to the office, or to pick-up items that a parent has left for student
- Help coordinates school functions
- Help maintains K - 12 Director's calendar
- Provides clerical support for K - 12 Director as needed
- Assists the K - 12 Director with daily and written school communications.
- Maintains and posts High School Master Calendar and sends to the TPCA Media Tech for posting

### **Education and Experience:**

BA/BS and/or relevant experience  
Strong interpersonal and team building skills  
Strong organizational skills and attention to detail  
Basic clerical computer skills  
Entrepreneurial outlook and charter school commitment

Willing to become familiar with the Core Knowledge curriculum

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.