

**Secretary to Superintendent/Central Office**

Marshall Public School District Job Description

**Position Title:** Secretary to Superintendent/ Central Office

**Department:** Central Office

**Reports To:** Superintendent

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**SUMMARY:** Assists Superintendent, Board of Education Members, and District Administrators by performing secretarial duties such as typing, responding to telephone calls, and maintaining files. Acts as liaison between District and community, Superintendent and parents, and Superintendent and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

**Human Resources**

**SUMMARY;** Maintains personnel records for certified personnel. Serves as secretary for typing and distributing contracts for all for certified employees.

**Secretary to the Superintendent**

- Types correspondence, letters and memos, forms, etc. for Superintendent and staff. Prepares routine correspondence.
- Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
- Serves as secretary of the Marshall Board of Education.
- • Prepares for and works with school auditors for the annual audit.
- Maintains general office files.
- Researches and resolves questions and/or problems regarding residency for school personnel and residents.
- Responsible for tuition collection, information and correspondence.
- Maintains files and summary data on tuition pupils and hardship waivers.
- Responsible for collecting and entering Core Date information.
- Maintains weekly enrollment totals.
- Advertise certified openings on-line.
- Types purchase orders and helps prepare bills for payment.

- Records leave(s) of absence for Central Office Personnel.
- Processes extra graduate hours for certified personnel.
- Works with chairperson of Career Ladder and maintains list and placement of teachers on Career Ladder.
- Maintains lists of probationary and tenure teachers and length of service in district.
- Prepares administrator and certified contracts annually.
- Types letter of intent for new employees hired.
- • Serves as Recording Secretary for the Marshall Public Education Foundation, Inc.

### **Central Office Secretary**

- Courteously greets all visitors, determines their needs, checks appointments, and directs them to the proper person.
- Answers office telephones & responds appropriately to requests for information.
- Maintains an attractive and welcoming reception area which includes current school publications.
- Sorts and distributes incoming mail for district; stamps and sorts outgoing mail for district; opens and sorts mail for Superintendent, Deputy Superintendent and Assistant Superintendents.
- Orders and stocks office supplies for Central Office.
- Performs all personnel background checks.
- Provides substitute teacher list to all building principals.

**SUPERVISORY RESPONSIBILITIES:** Supervises and advises all secretaries of the district.

**EDUCATION and/or EXPERIENCE:** High School Graduate or equivalent plus 2 years' secretarial experience or training.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TERMS OF EMPLOYMENT:** Twelve month contract. Salary to be established by the Board of Education.

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