

**SCHOOL DISTRICT OF LAFAYETTE COUNTY**  
**SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Three (3) years successful secretarial/clerical experience.
- (3) Experience in school district preferred.
- (4) Competency in language and mathematics, as measured on a screening test with a minimum score of 80%.
- (5) Typing proficiency of 50 words per minute.
- (6) Computer proficiency.
- (7) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer software, office equipment, office practices and procedures. Knowledge of School Board policies. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to promote a harmonious atmosphere and smooth flow of business. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to take initiative to begin projects without supervision.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To perform with accuracy skilled secretarial duties and assist in facilitating an efficient and effective operation in the School Board office.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; setting up and maintaining files; preparing and processing required agenda items, applications, reports, forms, records, minutes, guides, manuals and other assigned projects.
- \* (2) Compile and distribute School Board agendas.
- \* (3) Maintain continuous minutes of School Board meetings and workshops.
- \* (4) Scan Board agenda with all backup materials after Board approval.
- \* (5) Conduct extensive research related to Board actions.
- \* (6) Prepare Golden Apple awards for presentation by the Superintendent.

## SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

- \* (7) Assist with the Agnes Peebles Scholarship.
- \* (8) Compile and distribute School Board policy manuals.
- \* (9) Enroll new students in grades K-5.
- \* (10) Compile and maintain attendance reports.
- \* (11) Assist in the preparation of expulsion packets.
- \* (12) Record (audio and video tape) expulsion hearings.
- \* (13) Prepare paperwork for student drug testing.
- \* (14) Greet visitors and direct them to the appropriate area.
- \* (15) Prepare materials for dissemination to school, district staff, parents and community.
- \* (16) Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs.
- \* (17) Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
- \* (18) Make arrangements for meetings and conferences.
- \* (19) Prepare Board room for meetings.
- \* (20) Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
- \* (21) Demonstrate initiative in the performance of assigned responsibilities.

### **Employee Qualities/Responsibilities**

- \* (22) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (23) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (24) Ensure adherence to good safety standards.
- \* (25) Maintain confidentiality regarding school/workplace matters.
- \* (26) Model and maintain high ethical standards.
- \* (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (29) Sort and distribute U.S. and courier mail.
- \* (30) Answer telephone in a courteous and professional manner.
- \* (31) Assist public by answering routine questions, scheduling appointments and completing forms.
- \* (32) Exercise service orientation when working with others.
- \* (33) Keep supervisor informed of potential problems or unusual events.
- \* (34) Use effective, positive interpersonal communication skills.
- \* (35) Respond to inquiries and concerns in a timely manner.
- \* (36) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (37) Substitute for the Executive Assistant to the School Board when necessary.
- \* (38) Exhibit interpersonal skills to work as an effective team member.
- \* (39) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (40) Demonstrate support for the school district and its goals and priorities.
- \* (41) Demonstrate initiative in identifying potential problems or opportunities for improvement.

**SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)**

- \* (42) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (43) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.