

**TITLE:** Executive Secretary - Board/Superintendent

**REPORTS TO:** Superintendent

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt. This position is an hourly position.

**QUALIFICATIONS:**

**I. General**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High level of word processing skills.
4. Ability to perform with speed and accuracy.
5. Understand and carry out oral and written directions.
6. Establish and maintain cooperative and effective working relationships with staff and patrons.
7. Such alternatives to the above as the Superintendent may find acceptable.
8. Must be proficient in English both oral and written.

**II. Education**

1. High School diploma plus additional education and/or training.
2. Demonstrated abilities in supervision, judgement, confidentiality and ability to organize and work with a minimum of supervision.
3. Such alternatives to the above as the Superintendent may find acceptable.

**JOB GOAL:** This position is to include assisting the Superintendent in providing leadership in the development and maintenance of the best possible educational programs and services.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Assist the Superintendent of the District in general administrative operations, handle correspondence, schedule appointments, meetings, etc., schedule calendar of events and perform all other duties as requested by the Superintendent.
2. Research, prepare and submit information to the Superintendent to assist in planning school policies, and personnel management for the District.
3. Assume the responsibility for the daily operation of the office which includes the development and implementation of office procedures as well as the training of office personnel.
4. Keep full and accurate minutes of the regular and special Board meetings.

5. Send a copy of such minutes to each member of the Board prior to the next regular meeting of the Board according to board policy.
6. Assist the Superintendent in the preparation of an agenda setting forth all known items of business to be considered at the meeting and to send a copy of to each member of the Board prior to the meeting.
7. Assist the Superintendent in the screening process to secure the best qualified teachers, supervisory, administrative, confidential and classified employees.
8. Maintain personnel files including substitutes.
9. Prepare employees contracts as approved.
10. Maintain TSPC certification information.
11. Notify licensed staff of certification expiration dates, and complete verification of experience for certification.
12. Maintain Collective Bargaining Agreements for employees.
13. Supervise such personnel as the Superintendent may assign to his/her supervision either temporarily or regularly.
14. Assist the Superintendent in the preparation of Oregon Department of Education (ODE) Collections; and other Federal and State reports as required.
15. Participates in training as needed.
16. Serves as district Testing Coordinator.
17. Serves as software Security Officer for Infinite Visions Accounting, Infinite Visions Administration, WebSIS, Pinnacle, Safe Schools, Monroe Portal, and ODE Collections.
18. Follows all District policies and those contained in the appropriate district handbook.
19. Performs such other tasks as may be assigned.

**III. Asbestos Hazard Emergency Response Act (AHERA) Responsibilities:**

1. Assures that the annual notification of management plan is published publicly (August each year).
2. Assures notification of re-inspection to workers, and building occupants is published publicly (October each year).
3. Maintains Short Term Worker Logs in each building.
4. Assures that the Short Term Worker Contract Clauses are mailed to new vendors.
5. Assures that periodic surveillance of all friable and non-friable known or assumed asbestos-containing building material is conducted in each school building at least twice each year.
6. Assures that Asbestos Activity Record forms are available in each building.
7. Certifies and maintains that responsibilities under AHERA are being met.
8. Maintains copies of each Management Plan for all buildings and administration office.

**IV. Timeliness**

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Turns in time sheet as required.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and works scheduled hours.
5. Notifies the Superintendent in the event of illness.

6. Promptly informs the Superintendent of problems that need attention.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** The Administrative Assistant will be employed for up to 12 months per year. Wage and benefits as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_