

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Secretary to Deputy Superintendent

Wage/hour status: Nonexempt

Reports to: Deputy Superintendent
(Days)

Clerical/Tech Pay Grade: 7 (226)

Dept./School: Central Administration Offices

Date Revised: 06/22/2021

Primary Purpose:

Ensure the efficient operation of the deputy superintendent's office and provide clerical services to the deputy superintendent. Work under general supervision and direct the work of clerical employees assigned. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High School diploma or GED
Associates degree preferred

Special Knowledge/Skills:

Proficient 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

Experience:

Three years or more advanced secretarial experience with extensive contact with people
Prior experience in executive office of public school district or other entity

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare reports for board agendas.
2. Collect, organize, and upload reports for board meetings.
3. Prepare all correspondence, memoranda, and reports for the deputy superintendent using personal computer.
4. Compile pertinent data as needed when preparing various state and local reports.
5. Maintain physical and computerized departmental files.
6. Distribute materials to administrators, principals, and office of communication.
7. Update the District website as needed.

Reception and Phones

8. Schedule appointments and maintain deputy superintendent's calendar.
9. Greet visitors, respond to routine inquiries, answer incoming calls and handle questions from public, outside agencies, staff and parents. Refer to the appropriate campus, director or deputy superintendent.

Accounting

10. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
11. Assist with the preparation purchase orders and payment authorizations.
12. Maintain budget status including records of encumbered and unencumbered amounts and perform monthly reconciling of each account.

Other

13. Serve as occasional back-up support to Executive Secretary to the Superintendent on days when he/she is out of the office or unable to attend a board meeting (which may include materials preparation for board meetings and recording meeting minutes).
14. Organize and manage routine work activities of the executive office.
15. Maintain physical and computerized files.
16. Assist with travel arrangements for the deputy superintendent and administrators as needed, including making hotel reservations, flights and turning in conference registration forms.
17. Maintain confidentiality of information.
18. Manage the application process, approval, and notification of interdistrict and intradistrict transfer students and notify parents and guardians of decisions regarding status.
19. Assist the Curriculum and Instruction Department with ordering supplies and equipment as needed.
20. Assist with the coordination of meetings/trainings and registration as needed.
21. Assist with the preparation of agenda and materials for the DSBM meetings as well as calendaring and notifying members of upcoming meetings.
22. Work collaboratively with all departmental staff across the district.
23. Follow district safety protocols and emergency procedures.
24. Has regular in person attendance and complies with notification procedures for absences.
25. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions and stressful situations; repetitive hand motions; prolonged use of computer; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.