

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

Job Title: Secretary to Superintendent **Wage/hour status:** Exempt
Reports to: Superintendent **Prof/Admin Pay Grade:** 100 (226 days)
Dept./School Central Administration Offices **Date Revised:** 10/25/2021

Primary Purpose:

Ensure and maintain efficient and effective operation of the superintendent's and central office with a pleasant and professional atmosphere. Fosters a positive relationship with the Board of Trustees, community, and staff. Supervises and performs a wide variety of advanced, complex, confidential, and technologically orientated administrative duties. Work under general supervision and direct the work of clerical employees assigned.

Qualifications:

Education/Certification:

Associates Degree, Bachelor's Degree preferred or equivalent combination of education and experience
Notary Public for San Patricio County or eligible for commission

Special Knowledge/Skills:

Knowledge of the district's organization, policies, and procedures
Exemplary strategic and operational planning skills
Ability to interact with top level officials and all staff with tact, courtesy, and diplomacy
Ability to work well under pressure with constant deadlines and frequent interruptions
Demonstrated ability to prioritize tasks and coordinate multiple projects simultaneously
Training in TASB Board Book use
Flexibility to attend board meetings
Knowledge of basic techniques and principles of public relations and communication
Excellent organization, communication, telephone techniques/etiquette, and interpersonal skills
Ability to compose routine correspondence and must have attention to detail
Ability to work independently and have excellent interpersonal skills, patience, and courtesy
Ability to maintain professional standards of confidentiality with proven experience
Ability to communicate effectively, both orally and in writing
Bilingual, preferred

Experience:

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

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Oversee day to day operations of the Central and Superintendent's offices.
2. Prepare and post official board agenda and records in a timely manner; assumes responsibility for securing the printing and distribution of the monthly board agenda.

3. Prepare regular communication to board members as directed by Superintendent.
4. Contact board members with pertinent information as directed by Superintendent.
5. Maintain board training records/compile annual reporting of requirements met (or not).
6. Prepare and distribute documents for board review regarding Level III Grievances.
7. Coordinate all materials needed for weekly Executive Cabinet meetings.
8. Arranges executive level meetings. Schedules meetings, informs participants and confirms dates and times. Attends meeting as requested by the Superintendent and records, transcribes, and distributes minutes as directed.
9. Draft correspondence for the Superintendent on a variety of matters. Compiles and types letters, reports, and statistical data.
10. Review outgoing correspondence requiring the Superintendent's signature for format, spelling, punctuation, and grammar before submitting for signature.

Reception and Phones

11. Welcomes visitors, promotes goodwill with Board of Trustees, staff and community.
12. Schedule appointments and maintain superintendent's calendar; make necessary arrangements for meetings or conferences, including space, materials, time, and participants.
13. Ensures Superintendent has all necessary materials and/or information for meetings and events.
14. Schedules and coordinates required board training for all board members
15. Screen telephone calls and drop-in visitors, tactfully referring those which can be handled by other offices; personally, handle many inquires including substantive questions requiring research or technical knowledge.
16. Refers media requests to communication department.

Accounting

17. Prepare expense reports/reimbursements for the Superintendent as well as any approved entity utilizing the Superintendent's budget
18. Monitors designated budgets and expenditures, review for accuracy, and make adjustments and revisions as directed
19. Prepare purchase orders and supply requisitions; monitor receipts of materials and invoices; processes mileage claims; oversee financial records

Other

20. Serve as host for district events as assigned by the Superintendent, including but not limited to Friday night football games, Board meetings conferences, ceremonies, etc.
21. Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business; demonstrates teamwork in daily activities.

22. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
23. Draft presentation materials under direction of Superintendent.
24. Review incoming mail for action of for-eyes-of Superintendent; retrieve appropriate background information to be attached to the correspondence or other materials; note details pertinent to the Superintendent's calendar and future attention.
25. Perform secretarial work including filing, typing, collating, copying, answering telephones, faxing, scanning, and providing information, and receiving, sorting, reading, and routing mail.
26. Train secretaries on how to complete board agenda items annually.
27. Participate in staff development training programs to improve job performance.
28. Prompt, timely and thorough in completing assignments and attending to details accurately and efficiently.
29. In regular attendance and complies with notification procedures for absences.
30. Follow district safety protocols and emergency procedures.
31. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date