

JOB DESCRIPTION

TITLE: Central Office Secretary (Superintendent)

QUALIFICATIONS:

1. Have earned a high school diploma or equivalent.
2. Associates degree or higher preferred, but not required, with two (2) to four (4) years related secretarial/clerical or office position experience and/or training; or be a graduate of a recognized program of secretarial studies; or equivalent combination of education and experience.
3. Have computer skills such as use of accounting software, Microsoft products and secretary skills.
4. Have knowledge in bookkeeping and accounting
5. Physical and mental stamina and ability to perform job functions, responsibilities, tasks, and duties
6. Additional criteria as the Superintendent and/or School Board may establish
7. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required:
 - a. Ability to type and to operate office machines such as a typewriter, copying machine, word processor, and calculator.
 - b. Ability to read and comprehend simple instructions, short correspondence, and memos.
 - c. Ability to write simple correspondence.
 - d. Possesses the ability to use a personal computer with database, Excel, spreadsheet and word-processing software.
 - e. Ability to satisfactorily perform the functions of the job include: preparing and maintaining accurate records.
 - f. Ability to multi-task in environments with limited periods of uninterrupted work time.
 - g. Knowledge of or ability to learn personnel legal terminology and insurance terminology.
 - h. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, administrators, supervisors, Board members, Superintendent and school community.
 - i. Ability to communicate with District employees, outside vendors and others with tact and professionalism.
 - j. Ability to speak clearly and concisely both in oral and written communication.
 - k. Have the ability to work closely with colleagues and maintain a good working relationship with administrative personnel.
 - l. Ability to perform duties with awareness of all District, Local, State, Federal requirements and the Board of Education.
 - m. Ability to schedule a significant number of activities, meetings, and/or events as requested by the Superintendent and/or his/her designee.
 - n. Ability to maintain strictest confidentiality.
 - o. Ability to use Anzio Software
 - p. Knowledge of the Retirement Systems of Louisiana

REPORTS TO: Assigned Supervisor(s), Business Manager and/or Superintendent

PERSONNEL EVALUATION RESPONSIBILITY: Support staff assigned by appropriate Supervisor(s), Business Manager and/or Superintendent

SUPERVISES: Support staff assigned by appropriate Supervisor(s), Business Manager and/or Superintendent

JOB GOAL: To contribute and/or assist Central Office administrators, Business Manager, Superintendent or his/her designee in providing maximum services in the administration of the Jackson Parish School Board's business affairs.

EMPLOYMENT TERMS: Twelve (12) months

SALARY RANGE: Established by School Board

EVALUATION: The assigned Supervisor(s) and Business Manager shall evaluate the Central Office Secretary (Superintendent) annually in accordance with Board Policy on evaluation of personnel, this Job Description, and such other criteria as shall be established by the Superintendent and/or School Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential duties and responsibilities include the following. Other duties may be assigned by the appropriate Supervisor(s), other Central Office Supervisory staff, Business Manager, Superintendent and/or School Board.

1. Send memorandums and correspondence to School Board members and other school personnel as directed by the Superintendent and/or his/her designee.
2. All secretarial duties for the Superintendent, including but not limited to the following;
 - A. Typing and filing of all general correspondence.
 - B. Transcribing, typing and filing of board meeting minutes.
 - C. Demonstrates confidentiality in handling all matters coming from Superintendent's office.
 - D. Updating School Board members and Superintendent concerning new Ethics regulations and maintaining ethics documentation as needed.
 - E. Assist in the arrangement of Board Members and Superintendents travel, reservations and any other documentation necessary concerning travel and/or reimbursements to required meetings and/or conventions.
 - F. Performs any other clerical duty as directed by the Business Manager, Board President, Superintendent and/or his/her designee.
3. Seek bids, determine needs and order general school supplies (ditto paper and general teaching supplies, etc.), supervise distribution of all items to schools.
4. Process workman's compensation claims (includes filing forms and coordinating claims with administrator of program).
5. Issue work permits to minors.
6. Responsible for data sent and received through SUPERLINK.
7. Responsible for inventory and replenishing of general office supplies for Central Office.
8. Process request for teacher certification renewal and/or updating by completing and submitting the appropriate certification renewal packets ensuring that all teachers have up-to-date teaching certificates.
9. Process substitute teacher/support staff applications.
10. Schedule on-line appointment for background checks through the new State background checking system for all certified personnel, support staff, substitute personnel prior to any hiring.
11. Receive, process, print and attach approved background to applications to appropriate applications.
12. Send appropriate sections of the employment application to payroll.
13. Backup for the front desk/switchboard in absence of secretary/receptionist.
14. Has knowledge and ability to operate following equipment;
 - a. Superlink computer and printer
 - b. NCR fund accounting computer
 - c. WordPerfect and MicroSoft software
 - d. IBM electronic typewriter
 - e. Calculator
 - f. Duplicating machines

- g. Fax machines
 - h. Phone systems
15. Input invoices, and purchase orders for payment as directed by the Superintendent and/or his/her designee.
 16. Maintain personnel records, payroll and/or files for all employees.
 17. Prepare and send out all memos, letters, e-mails and any other correspondence from the superintendent and/or his/her designee as needed.
 18. Prepare all background information for board meetings for maintenance topics as directed by the Superintendent and/or his/her designee.
 19. Prepare any bid documents and contracts for school district as directed by the Superintendent and/or his/her designee.
 20. Review and comment on district contract proposals within the district as directed by the Superintendent and/or his/her designee.
 21. Assist auditors with personnel and other related information and documentation as needed.
 22. Prepare and process all end of year computer files (deleting, adding, changing, etc.).
 23. Assist with the annual district Teacher Appreciation Program.
 24. Assist with bill payments, reports, distribution records and other related documentation as directed by the business manager, other supervisory staff, Superintendent and/or School Board.
 25. Provide retirement correspondence to all employees of the Jackson Parish School System.
 26. Enter enrollments and terminations online with TRSL and LSER
 27. Complete any correspondence with TRSL and LSER
 28. Perform any duty, not specifically assigned, as deemed necessary by the Business Manager, appropriate Supervisor(s), other Central Office Supervisory staff, Superintendent and/or School Board.
 29. Accept and support district administration decisions and/or directives.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PERSONAL QUALITIES/CHARACTERISTICS: The Central Office Secretary (Superintendent)'s appearance and demeanor reveal a positive attitude and set appropriate models for colleagues and the community as evidenced by the following:

1. Maintain a professional appearance - (as specified by the LEA).
2. Positive relationship with colleagues and administrative personnel.
3. Appropriate use of standard English.
4. Ability to work tactfully and harmoniously with staff, schools, students, administrators, agencies, parents/guardians, and/or the public.
5. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
6. Ability to hold records, reports, data, and conversations in strictest confidence.
7. Demonstrate a good work ethic and professionalism.
8. Encouraged and/or expected to exhibit:
 - a. Cooperation with colleagues
 - b. Enthusiasm
 - c. Open-mindedness
 - d. Fair-mindedness
 - e. Self-Discipline
 - f. Voice control
 - g. Effective non-verbal communication

REASONING ABILITY:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
3. Ability to plan, organize, and oversee the work of assigned personnel
4. Ability to hold records, reports and conversations in confidence
5. Ability to plan, organize and carry out assignments under minimum supervision.

LANGUAGE SKILLS: Ability to read, analyze, and interpret journals, surveys, reports, and legal documents. Ability to respond to common inquiries or complaints from employees or regulatory agency. Ability to write informational handouts, reports, procedures, and letters that conform to prescribed style and format. Ability to effectively present information to employees, administrators, Supervisors, School Board Members and Superintendent.

PROFESSIONAL CONDUCT: Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to JPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

PROFESSIONAL GROWTH AND ETHICS:

1. Assumes responsibility for personal professional growth and development; for keeping current with the literature, new research findings, and improved techniques associated to job requirements and responsibilities; for attending appropriate local and/or state professional meetings and conventions approved by appropriate administrator and/or Superintendent.
2. Possess effective technological knowledge, computer and secretarial skills necessary to complete job requirements in a timely manner
3. Documentation maintained to support attendance of approved Professional Development workshops and/or conferences.
4. Adheres to standards of ethical behavior established by the local education agency
5. Performs other tasks and assumes additional responsibilities as the appropriate Supervisor(s), Business Manager Superintendent and/or School Board may assign.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

While performing this job the employee shall:

1. Use strength and physical ability to climb, lift, pull, push, move, carry, reach and place items needed to perform the functions of the job.
2. Speak and hear.
3. Sit, stand for required or extended periods of time and walk for required periods of time and/or distances.
4. Use specific vision abilities required by this job which include the use of close vision, color vision, distance vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary and occasionally required to talk or hear. American Sign Language or Braille may also be considered as acceptable forms of communication.

6. Have the ability to use hands to handle or feel objects or controls and stoop, kneel, crouch, or crawl, bend, squat and/or reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the *essential functions and responsibilities* of the job and are not meant to be all inclusive.

1. Occasional exposure to a variety of weather conditions. While performing the duties of this job, the employee occasionally works in outside weather conditions.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings, grounds and/or vehicles in which a variety of chemical substances are used for cleaning, instruction, environmental or bacterial/mold fungus control, pest control, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet, but that can be noisy and/or very loud at times.

OTHER REQUIREMENTS: Adheres to the regulations, policies, and procedures established by the State Board of Elementary and Secondary Education, the State Department of Education, and the local School Board as published in minutes, bulletins, and/or other official publications.

My signature below indicates acknowledgement of receipt of the new Jackson Parish Central Office Secretary (Superintendent) Job Description as required by the State of Louisiana. I also understand that the Job Description must be reviewed annually and shall be kept on file at the Central Office with the necessary and current signature(s).

DATE: _____ **PRINT NAME:** _____

EMPLOYEE I.D. NO: _____ **SIGNATURE:** _____

While the operation of the Jackson Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher or Jackson Parish School Board employee should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.