

**REGULATION
JOB DESCRIPTION - SUPERINTENDENT’S SECRETARY**

Qualifications:

- 1. A high school diploma
- 2. Typing and computer and telephone skills
- 3. Works well with people, loyal, quick learner
- 4. Neat and well-groomed

Reports to: Superintendent

Job Goal: To operate an efficient, professional school district office and to be a knowledgeable resource for contact with the public

Performance Responsibilities:

- 1. Complete all assignments neatly, accurately and efficiently
- 2. Be loyal to the district and fellow employees
- 3. Be professional, courteous to all patrons, visitors, and employees
- 4. Follow board of education policies
- 5. Perform tasks as required by the superintendent

Terms of Employment: Twelve months. Salary to be determined by the board.

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board’s policy on evaluation of non-certified personnel.

Approved: _____ Date: _____
Superintendent

Reviewed: _____ Date: _____
Employee