

# Confidential Secretary - Curriculum and Instruction

## JOB DESCRIPTION

### POSITION TITLE QUALIFICATIONS

#### CONFIDENTIAL SECRETARY

- High School graduate, business school/experience (degree preferred).
- Stenographic skills preferred.
- Thorough familiarity with key computer programs such as Word, Excel, Systems 3000.
- Demonstrate ability to act as a self-starter and "completer" of assignments.
- Demonstrate tact and ability to communicate with staff and community, particularly under pressure.
- Acknowledged as a "people person" with a positive, team player approach to the work environment.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### REPORTS TO JOB GOAL

#### ASSISTANT SUPERINTENDENT

To provide professional assistance as a team member in the smooth and efficient operation of the Assistant Superintendent's Office and to process confidential matters with the utmost discretion.

## PRIMARY RESPONSIBILITIES

1. Serves as liaison between Assistant Superintendent, the school community, and general public.
2. Prepares all personnel, grievance, special education, and negotiations data as necessary.
3. Organizes and conducts data collection associated with the district's budget including enrollment, staffing, assessment, curriculum and instruction needs at all levels.
4. Maintains budget accounts for Assistant Superintendent's office.
5. Gathers, disseminates and maintains files containing materials of cases that are processed to Board attorney.
6. Organizes and conducts data collection associated with County and State Reports.
7. Processes and maintains administrative staff evaluations for Assistant Superintendent.
8. Processes and maintains "Request for Absence" forms for district principals and curriculum leaders.
9. Organizes and maintains Assistant Superintendent's calendar including meetings, conferences, travel arrangements and tours of Seth Boyden Demonstration School.
10. Organizes and makes arrangements for staff development meetings and other projects administered by the Assistant Superintendent.
11. Processes requests for student transfers and maintains the request file for the district.
12. Performs secretarial duties i.e. receptionist, sort mail, photocopy, file, order supplies, compile reports.
13. Maintains attendance record for Assistant Superintendent's office.
14. Provides assistance to the Superintendent's Executive Secretary as needed.
15. Reviews School Excursion Request forms for approval, working with the Transportation Department.
16. Performs other duties as assigned for the efficient operation of the Assistant Superintendent's office.

### **TERMS OF EMPLOYMENT** 12 Months

Salary to be determined by the Board of Education