

Confidential Secretary - Superintendent and In-house Counsel

JOB DESCRIPTION

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| TITLE | Confidential Secretary to Superintendent and In-House Counsel |
| QUALIFICATIONS | <ul style="list-style-type: none">· High school graduate, college credits preferred· Thorough familiarity and proficiency with key computer programs, such as Word, Excel and PowerPoint· Demonstrated ability to work independently as a self-starter and completer of assignments· Demonstrated tact and ability to communicate with staff and community, particularly under pressure |
| REPORTS TO | Superintendent and In-House Counsel |
| JOB GOAL(S) | To provide professional assistance, as a team member, to the smooth and efficient operation of the Superintendent's office; and, to address confidential matters with the utmost discretion. |
| TERMS OF EMPLOYMENT | 12 Months, 1.0 FTE, Full Benefits |

Salary to be determined by the Board

PRIMARY RESPONSIBILITIES

- Attend to all of the secretarial responsibilities, which flow from the Office of the Superintendent and the In-House Counsel.
- Plan, prepare and coordinate the efforts of the Office of the Superintendent and the In-House Counsel.
- Review and revise all systems and processes to maintain a high level of effectiveness.
- Engage in professional development activities as necessary as related to the position.
- Ensure that all communications, which flow from the Office of the Superintendent and the In-House Counsel, are of the highest professional degree in terms of content and mechanics.
- Maintains the office budget, pays invoices and maintains office supplies.
- Provide administrative assistance to other central office administrators, and in other areas as may be required to ensure the smooth and efficient operation of the Superintendent's office.