

412.01R7 Job Description, Executive Secretary

Friday, August 11, 2023

Job Description, Executive Secretary

The executive secretary will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Keeping informed of school policies and procedures; answering related internal and external questions within authority.
- II. Routing the mail to appropriate personnel.
- III. Filing and retrieving of correspondence, reports, and other data as necessary.
- IV. Taking in and recording all monies.
- V. Making available money for gates to athletics, plays, etc.
- VI. Preparing and delivering daily announcements.
- VII. Answering telephone and answering routine questions or routing calls to appropriate staff members.
- VIII. Assisting with the checking of incoming supplies against orders, invoices, and billings. Routing incoming orders to appropriate personnel.
- IX. Balancing the cash register and banking monies when needed.
- X. Making change for students, staff, and patrons.
- XI. Keeping daily lunch records for students required by the state and completing the monthly report to the state for the superintendent of schools signature.
- XII. Keeping records of each family's lunch payments.
- XIII. Preparing and delivering monthly school calendar and weekly lunch menu.

XIV. Keeping census current.

XV. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

XVI. Maintaining confidentiality of sensitive information related to staff, students, parents, and patrons.

XVII. Developing and up-dating forms necessary for the operation of the building.

XVIII. Greeting and directing visitors.

XIX. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.

B. Must occasionally work in noisy and crowded environments with numerous interruptions.

C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

D. Requires driving.

E. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

XX. Minimum educational and preparation requirements:

A. High school diploma; secretarial experience preferred.

B. Must be able to type proficiently. Knowledge of computer and word processing essential.

C. Must possess a strong command of the English language.

D. Must possess qualities of leadership, decision making, organization, and priority setting qualities and possess strong aspirations for meeting deadlines.