PRIMARY ROLE

The Confidential Secretary/Administrative Assistant provides secretarial services and administrative duties for the Superintendent of Education and the Board of School Trustees. This is work of a senior secretarial nature and requires a broad knowledge of school board organization, policy, regulation, procedures, etc., and the ability to exercise tact, discretion, and a high level of proficiency.

DISTRICT RESPONSIBILITIES:

1. To provide secretarial services and administrative duties for the Superintendent of Education and the Board of School Trustees as assigned.

2. To screen telephone and mail inquiries for response and/or redirection to Superintendent or appropriate personnel.

3. To coordinate arrangements for School Board Meetings, including facilities and equipment, prepare agenda packages, correspondence summaries, committee reports, and public meeting announcements. To record, compose and distribute minutes for School Board Meetings, and maintain an official minute file.

4. To prepare and code policy proposals for presentation to committees and School Board, maintain current files on proposed policies or revisions between readings, distribute proposals or revisions to affected groups for information and input, format and distribute adopted policies, maintain current tables of contents indicating policy titles and effective dates.

5. To coordinate agenda preparation and arrangements for facilities and equipment for monthly Principals’ Meetings and weekly Management Council Meetings. To record, compose and distribute minutes for Management Council meetings.
6. To provide interpretation of Board policy, regulations and procedures to school and board personnel as well as general public.

7. To maintain files on all correspondence and documents relating to the Superintendent of Education and the School Board.

ACCOUNTABILITY LINES

The Confidential Secretary/Administrative Assistant is accountable to the Superintendent of Education for the successful achievement of key responsibilities outlined and for carrying out tasks assigned to this position.

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