

## WINDBER AREA SCHOOL DISTRICT JOB DESCRIPTION

Department: Confidential Support

Standard Title: Central Office Secretary - Assignment I  
(Superintendent's Secretary)

### Primary Function:

Maintain an effective system for the efficient operation of the Office of the Superintendent. The central Office Secretary – Assignment I (Superintendent's Secretary) will be directly in charge of the Central Office activities. In addition, the Central Office Secretary – Assignment I (Superintendent's Secretary) will have limited jurisdiction over all secretarial employees of the school district. The Central Office Secretary – Assignment I (Superintendent's Secretary) will perform the general clerical and assigned executive duties assigned by the Superintendent of Schools. Finally, will function as an Administrative Assistant in specifically assigned duties.

### Supervision Received:

The Central Office Secretary - Assignment I (Superintendent's Secretary) is directly responsible to the Superintendent of Schools and/or his/her designee.

### Direction Exercised:

All duties, functions and responsibilities assigned to the Central Office fall under the jurisdiction of the assigned administrator(s) and some parts may be carried out through his/her secretary. Limited jurisdiction over other secretarial employees of the district and direct authority in areas under Administrative Assistant responsibilities.

### Essential Duties:

#### Office Procedures:

1. Periodically review and follow the expectations for all secretaries as identified in the Secretarial Job Articulation Booklet, published by the Windber Area School District.
2. Demonstrate respect, fairness, and kindness in all interactions with employees and colleagues.

3. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
4. Follow directions and suggestions provided by the supervisor.
5. Complete tasks efficiently and accurately.
6. Communicate effectively with school personnel.
7. Demonstrate a positive attitude and initiative in meeting office needs: follow proper channels in making suggestions and initiating activities.
8. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding employees and school matters.
9. React promptly and appropriately in emergency situations.
10. Participate in scheduled staff development activities.
11. Demonstrate general reliability in attendance, punctuality, and task performance.
12. Obeying state laws and regulations as they apply to the performance of one's duties.
13. Comply with all policies and procedures established by the District and supervisors.
14. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
15. Assume responsibility for writing, answering and initiating routine correspondence of the assigned administrator(s) and in providing informational copies of such information.
16. Place and receive telephone calls and record messages relative to the assigned administrator's office.
17. Develop effective office procedures for the efficient operation of the District Administration Office and interoffice communications.
18. Maintain schedule of appointments and made arrangements for conferences.
19. Maintain an effective filing system for the district administration office including:
  - (a) general classification, (b) reports file, (c) personnel files, (d) forms file.
20. Take and transcribe dictation of various types, inclusive of correspondence, reports, notices, recommendations and on special occasions, negotiating sessions.
21. Place and receive telephone calls and record messages relative to the Office of the Superintendent.
22. Assume responsibility for ordering and maintaining supplies and equipment inventory charged directly to the district office.
23. Be responsible for all duplication of materials for school district residents.
24. Other duties as assigned by the assigned administrator(s) to achieve the job goals.

Record Keeping:

1. Develop and maintain effective filing system in accordance with "File it Right", published by the National Associated of Educational Secretaries.
2. Obtain, gather and organize pertinent data/statistics as needed, and organize such information into usable form.
3. Develop and maintain statistics and other relevant confidential information to be used in conducting negotiations under Act 195.

4. Take and transcribe dictation of various types, inclusive of correspondence, reports, notices, and recommendations.
5. Develop and maintain effective filing systems in accordance with "File It Right", published by the National Association of Educational Secretaries, and "Records Retention and Disposal Schedule", for the district administration office including:
  - (a) General Classification file(s)
  - (b) Reports file(s)
  - (c) Personnel file(s)
  - (d) Program/Curriculum file(s)
  - (e) Finance file(s)
  - (f) Property/Inventory file(s)
  - (g) Forms and Forms Control file(s)
6. Maintain Personal Records of all school district employees, inclusive of confidential classified information and documents.
7. Maintain accurate "Project Check List" of projects and reports assigned by and to the office of the Superintendent.
8. Develop necessary forms, surveys and/or questionnaires and maintain the "District Forms Control System".
9. Maintain a checklist and classify requests for budgetary allocations to be processed by the office of the Superintendent and assist in development of the budget.

Personnel:

1. Maintain personnel records of all school district employees, inclusive of confidential/classified information and documents.
2. Maintain and update the files of all professional personnel regarding certification needs or changes and subsequent salary status changes or additional credits earned by all professional staff members.
3. Monitor the certification status of professional staff members and notify the Superintendent when individuals are not fulfilling their certification requirements.
4. Report all personnel information affecting the business office to the Director of Finance.
5. Maintain a current file on applicants available for filling professional and nonprofessional vacancies. Such applications shall be maintained for a minimum of one year from the date of submission.
6. Solicit and process the applications of candidates for all professional and non-professional positions to be filled in the district.
7. Arrange or oversee interviews and/or screening procedures related to the hiring of professional and nonprofessional personnel.
8. Maintain a file of professional and nonprofessional substitute personnel approved by the Board of Education.

### Professional Growth

1. Attend staff meetings as required.
2. Serve on committees.

### Board of Education:

1. Collect, classify, develop, reproduce and distribute Board of Education agendas, and routinely follow up on actions of the Board of Education with regard to items for which the Office of the Superintendent is responsible.

### Administrative Assistant:

1. Be responsible for the layout and distribution of the district newsletter.
2. Serve as a liaison for the district secretarial personnel and the Superintendent.
3. Develop and conduct appropriate "In-Service" Training programs for district secretarial staff in order to develop district-wide secretarial/office procedures and systems. District secretarial "In-Service" Training meetings shall be scheduled on a periodic basis.

### Miscellaneous:

1. Assume such other reasonable duties assigned by the Superintendent that commensurate with the position.

### Secondary Duties:

1. Keep informed of modern thought and practices through attending conferences, workshops and seminars; membership in professional organizations.
2. Attend and participate in district-sponsored in-service programs.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

## Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

## Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma
2. Graduate of an approved/accredited two (2) year post high school secretarial college/school.
3. A minimum of three (3) years experience as an Administrative Secretary, Office Manager, or two (2) years experience as an Executive Secretary.
4. Apparent aptitude for effective office organization and training of other office personnel.
5. Acceptable references.
6. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
7. Precise bookkeeping skills.
8. Working knowledge of budget development.
9. Knowledge of basic office practice and procedures.
10. The ability and willingness to be able to maintain confidentiality of classified information.
11. A proficiency in communicative skills, inclusive of business letter writing.
12. An ability to communicate effectively with employees and visitors.
13. Evidence of human relation skills
14. Be able to lift at least 50 pounds.

## Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the confidential employees agreement.

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