

DEPARTMENT: SCHOOLS

CLASSIFICATION: EXEMPT APPROVED FOR BARKER CSD 2/9/2016; NEWFANE CSD 05/19/2003; NIAGARA WHEATFIELD & ROY-HART 09/09/2008; NORTH TONAWANDA 4/23/2001; LEW-PORT 5/9/2017; WILSON 11/18/2020

APPROVED: OCTOBER 11, 2006

SECRETARY TO THE SCHOOL SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing complex secretarial tasks for and in support of the School Superintendent with broad leeway provided for the exercise of independent judgment. Employees in this class relieve the Superintendent of administrative details by independently performing routine administrative tasks which require a good understanding of the policies and procedures of the Board of Education and Central Administration. General direction may be provided to part-time clerical workers when necessary. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Composes letters, memoranda, reports and other materials often of complex, confidential or difficult nature;
2. Transcribes superintendent's notes from observing teachers in the classroom and prepares written copy for permanent teacher files;
3. Transcribes and prepares reports of Superintendent disciplinary hearing proceedings;
4. Schedules appointments for the Superintendent and refers visitors to his/her office or to subordinate officials;
5. Schedules Superintendent meetings, prepares agenda and mails notices;
6. Assists in the preparation of reports by assembling data, contacting officials for information and arranging such information in a logical fashion;
7. Maintains personnel records for teaching staff including appointments, attendance, leaves, resignations, salary changes, etc.; posts vacancies, sends applications and maintains applicant database and files; processes necessary information for Board of Education meetings and notifies payroll of transactions;
8. Maintains office files and variety of office records;
9. Processes substitute teacher applications and schedules fingerprinting, submits information to payroll and BOCES Sub Service, and maintains database and files;
10. Processes all district-wide mailings to resident homes;
11. Processes transportation requests and prepares a weekly trip roster for distribution throughout the school district;
12. Produces a quarterly newsletter;
13. Compiles information from buildings to maintain a master calendar and process for printing service;
14. Gathers information to maintain a directory, updates the directory as necessary and distributes the directory;
15. Opens mail, answers routine correspondence independently, refers more difficult requests to the Superintendent;
16. Utilizes a personal computer and modern software programs including word processing, spreadsheets, databases and publishing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; good knowledge of business arithmetic; skills in using a personal computer; ability to operate a personal computer and modern software programs including word processing, spreadsheets, databases, and publishing products at an acceptable rate of speed; ability to type complex tabular material; ability to understand and carry out complex oral and written directions; ability to independently compose correspondence; ability to interact with co-workers and the public; confidentiality; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems; neat professional appearance; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** five (5) years secretarial experience.