

Sparta Area School District

Article 241 - Specifications for the Secretary to the Superintendent

QUALIFICATIONS:

1. Minimum of two-year degree or experience in the areas of administrative office skills and procedures.
2. Acquaintance with budget procedures, public management procedures and School Board operating procedures is desirable.
3. Excellent organizational and communication skills (both oral and written) required.
4. Attention to detail.
5. Ability to be positive, professional, and maintain confidentiality at all times.
6. Ability to relate and work well with district staff and the public.
7. Ability to operate office equipment including, but not limited to computer and appropriate software applications, copy machine, facsimile, calculator and other equipment as required.
8. Ability to work effectively and efficiently in an unsupervised environment.
9. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
10. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.
11. Ability to be bonded and perform notary public duties for school related business

REPORTS TO:

Superintendent

SUPERVISION/EVALUATION:

The primary supervisor is the Superintendent. Performance of this job will be evaluated in accordance with provisions of the Employee Handbook.

JOB GOALS:

1. Assist in the efficient and effective operation of the superintendent's office which serves to accomplish the mission and goals of the Sparta Area School District.
2. Create and maintain a positive impression of the Sparta Area School District.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others.

1. Perform administrative assistant functions for the Board of Education and Superintendent.
2. Obtain, gather, and organize pertinent data as needed and put it into usable form. May involve creating charts, graphs, spreadsheets and/or databases.
3. Maintain a regular filing system, electronic and confidential as needed.
4. Process purchase orders as needed for the Superintendent and Grant Developer/Communications Coordinator.
5. Receives, opens and distributes department mail
6. Maintains district calendar and updates with upcoming event dates
7. Maintains district employee directory and updates staff photos
8. Assists Grant Developer/Communications Coordinator in creating flyers, posters and social media posts
9. Updates and edits the district website as requested
10. Assists Grant Developer/Communications Coordinator in researching grant opportunities, creating and maintaining grant files and assists with grant proposals as requested
11. Gather and process information for federal, state or Department of Public Instruction reports as required
12. Maintain current record of all staff licenses
13. Maintain/retain historical records as required by policy and regulation.
14. Prepare and post agendas and notices as required by policy, statute or good practice
15. Attend board and committee meetings and hearings. Record, distribute and maintain all minutes and communications of the Board of Education and Superintendent.
16. Attend administrative cabinet meetings. Record, distribute and maintain all minutes from cabinet meetings.
17. Make appropriate arrangements for conferences and travel as needed for the Board of Education and Superintendent
18. Update Board Policy as needed
19. Prepare publication of election notices and coordinate election activities as required by statute

20. Perform other duties as assigned by the Board of Education and Superintendent

Legal Reference:

Cross Reference:

Approved: July 28, 2009

Revised October 24, 2017
October 23, 2018