



Longview Independent School District

JOB DESCRIPTION

EXECUTIVE SECRETARY TO SUPERINTENDENT OF SCHOOLS

JOB TITLE:	Executive Secretary to Superintendent of Schools	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	Administration	PAY GRADE:	Clerical/Para 7

PRIMARY PURPOSE:

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Business courses
College degree preferred

Experience:

Five years of secretarial experience

Special Knowledge and Skills:

- Broad knowledge of major educational business office administrative support secretarial functions
- Comprehensive knowledge of the organization and functions of the school system, including established procedures and practices of the Office of the Superintendent and the names and responsibilities of school division administrative staff
- Thorough knowledge of local, state and federal regulations which govern school division operations and ability to apply said knowledge to secretarial support level decision
- Ability to communicate effectively, both orally and in writing
- Ability to interact with top level officials and all staff with tact, courtesy and diplomacy
- Ability to follow complex oral and written instruction
- Ability to work well under pressure with constant deadlines and frequent interruptions
- Training in TASB Board Book use



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Screen telephone callers and drop-in visitors, tactfully referring those which can be handled by other offices; personally handle many inquires, including substantive questions requiring research or technical knowledge
2. Maintain the Superintendent's day calendar and schedules certain appointments and conferences without prior clearance; make necessary arrangements for meetings or conferences, including space, time and participants
3. Prepare replies to general requests and routine letters on varied matter for the Superintendent's signature
4. Review all outgoing correspondence requiring the Superintendent's signature for format, spelling, punctuation, and grammar before submitting for signature
5. Review incoming mail for action of for-eyes-of Superintendent; retrieve appropriate background information to be attached to the correspondence or other materials; note details pertinent to the Superintendent's calendar and future attention
6. Collect data for and direct preparation of informal and formal dockets and packets for Board of Trustees meetings; compose letters ensuring that all pertinent details are addressed
7. Handle arrangements for Superintendent's travel
8. Organize and maintain filing systems according to standard filing procedures and local, state or federal guidelines; maintain a log of staff assignments
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading; ability to perform basic mathematics; ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data; work with frequent interruptions; must be able to understand the logical flow of information within and among several computer programs

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; frequent prolonged and irregular hours; steady phone interactions; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013