

**Position:** Secretary to the Superintendent  
**Reports to:** Superintendent

**Employment Status:** Full-time; 40 Hours a week, Salary Position

**Description:** Provide clerical assistance for the efficient and effective operation of the school administrative offices. Maintain employee records, and responsible for maintain EMIS for the district.

**Qualifications:**

1. High school diploma, prefer degree in Human Resources, Communications, or experience as an office manager.
2. A high degree of proficiency in use of computers, spreadsheets, word processing, experience with EMIS or have experience in coding.
3. Working knowledge of office procedures, ability to maintain a website, keep inventory of supplies and equipment.
4. Previous clerical or secretarial experience preferred
5. Excellent communication, organization and inter-personal skills
6. Ability to maintain strict confidentiality with personnel records
7. Ability to work in a collaborative office, prioritize tasks and maintain positive professional relationships
8. Submit a satisfactory background check as requested

**NOTE:**The below lists are not ranked in order of importance:

**Essential Functions:**

- Ensure safety of students
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail, and greeting visitors
- Operate all office equipment including copier, fax machine, finger print program and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Be able to work independently and problem solve
- Input information into and retrieve information from State of Ohio Student Recording System. (EMIS)
- Maintain accurate employee files and record of all licenses
- Prepare and maintain all files for the Superintendent
- Type, copy, assemble and distribute the Board agenda and materials for each monthly board meeting
- Type, copy and assemble all public relations materials issued by the Superintendent's office
- Print and distribute all forms used by the school district
- Maintain appointment calendar and travel schedule for Superintendent
- Arrange conferences and meetings for Superintendent
- Maintain and distribute negotiated agreements
- Type all correspondence and reports
- Responsible for home-schooling correspondence and record keeping
- Responsible for open enrollment correspondence
- Order and maintain office supplies
- Process and distribute teaching certificates and maintain file of certification updates/qualifications
- Make contacts with the public with tact and diplomacy
- Update and distribute all new and/or revised policies
- Open, sort and disseminate mail
- Maintain respect at all times for confidential information, e.g., personnel files and evaluations
- Attend meetings and in-services as required
- Perform other duties as assigned by the Superintendent

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills

- Excellent computer skills
- General bookkeeping skills
- Ability to generate correspondence independently

**Equipment Operated:**

- Typewriter
- Calculator
- Computer/printer
- Fax machine
- Copy machine
- Binding machine
- Telephone
- Finger Printing Program

**Additional Working Conditions:**

- Occasional travel and operation of a vehicle under inclement weather conditions;
- Frequent requirement to sit;
- Occasional exposure to inclement weather conditions;
- Evening/weekend work.
- Ability to lift 25 pounds

Terms of employment:

Salary, work year, and terms and conditions of employment are determined by the Chippewa Local Schools Board of Education in compliance with policy.

Evaluation:

Performance of this position will be evaluated by the Superintendent/Designee in compliance with Chippewa Local Schools Board Policy, ODE and State of Ohio Revised Code.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date