

Reports to: Superintendent

Status: Nonexempt

Term: 226 days

Primary Purpose:

Ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Work under general supervision and direct the work of clerical employees assigned. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public. The Secretary to Superintendent/ Board of Trustees must be flexible, have excellent interpersonal skills, and the ability to work well with all school district personnel, members of the community and outside vendors and clients.

Qualifications:

Education/Certification:

High school diploma or GED

Commissioned as a Notary Public for the State of Texas preferred; eligibility to obtain commission required

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills

Knowledge of school district organization, operations, and administrative policies strongly preferred

Excellent organization, communication, and interpersonal skills

Ability to use personal computer software to develop spreadsheets, databases, and word processing

Experience:

Three years or more advanced secretarial experience with extensive contact with people

Prior experience in executive office of public school campus, district, or another entity required

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare and post official board agenda and records.
2. Attend all meetings of the Board of Trustees and record minutes of all proceedings.
3. Attend meetings of the Superintendent's Cabinet as required.

4. Collect, organize, copy, and bind all materials for board meetings; distribute to board members.
5. Prepare all correspondence, memoranda, and reports for superintendent using personal computer.
6. Compile information and prepare reports as needed.
7. Distribute board materials to administrators, and media as required by policy and statute.
8. Prepare purchase orders and payment authorizations.

Reception and Phones

9. Schedule appointments and maintain superintendent's calendar.
10. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to superintendent/designee.
11. Answer incoming calls and handle questions from public, outside agencies, board of trustees, and staff.

Other

12. Performs highly responsible administrative secretarial/clerical and operational support activities; assists in arranging and coordinating department assignments and activities.
13. Organize and manage routine work activities of the Superintendent's office.
14. Maintain physical and computerized files, including board minutes and closed session records.
15. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations, submitting conference registration forms, and obtaining reimbursements for travel expenses.
16. Review and distribute mail for the Superintendent and Board of Trustees.
17. Maintain confidentiality of information.
18. Perform other duties as assigned.

Supervisory Responsibilities:

May supervise schedules and work assignments of central office clerical staff as assigned.

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Executive Assistant to Superintendent/Board of Trustees
Job Description

Equipment Used:

Personal computer, printer, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____