

SECRETARY TO THE SUPERINTENDENT**Job Summary**

Under the direction of the Superintendent, serves as secretary to relieve the Superintendent of administrative and clerical detail, to perform difficult secretarial and clerical work, to interpret policy and administrative regulations; applies a high degree of confidentiality; to perform other duties as assigned.

Qualifications:**Required:**

- Four or more years increasingly responsible clerical and secretarial experience including computer skills (additional college work in public education or business administration may be substituted for the required experience on a year for year basis)
- Completion of at least High School, including or supplemented by courses in Business Education.
- Ability to communicate effectively verbally and in writing.
- Ability to type accurately from clear copy at a net rate of 65 WPM.
- Valid California Driver License (This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program.)

Knowledge and Ability:

1. Ability to prepare memoranda, letters, reports, news releases, newsletters, bulletins, agendas, handbooks, and other correspondence, and to edit accurately.
2. Ability to take and transcribe proceedings, minutes and notes from official meetings.
3. Ability to answer inquiries and give assistance to staff, district personnel, the media and the public.
4. Ability to evaluate and take appropriate action with mail.
5. Ability to receive and direct telephone calls and messages.
6. Knowledge of filing systems and the ability to maintain files – general and confidential.
7. Ability to greet and screen visitors, schedule meetings, maintain calendar, and make travel accommodations and arrangements for the Superintendent.
8. Ability to conduct or facilitate in-service activities for staff.
9. Ability to research and compile data on assigned topics.
10. Ability to keep accurate records.
11. Ability to interact with agencies in matters pertaining to education.
12. Ability to provide secretarial services to the Corcoran Unified School Board of Education.
13. Ability to set priorities and work independently.
14. Ability to establish and maintain effective working relationships.
15. Ability to learn, interpret, and apply state/federal laws, legislative processes and local rules.
16. Ability to serve as a liaison with departments and individuals relating information, policies, inquiries, and regulations of the Superintendent.
17. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
18. Knowledge of Education Codes in reference to expulsions and suspensions, Board Policies and Administration Regulations.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Performs complex duties as confidential secretary to the Superintendent, relieving the Superintendent of a variety of difficult and routine administrative details.
2. Organize, file, retrieve and research information.
3. Provides secretarial services to the Corcoran Unified School Board.
4. Prepared agenda and distributes minutes to administrative staff and the Board as appropriate; maintains files and meeting folders; prepares, formats, edits and proofreads written materials; types and prepares memos and lists; operates a variety of office equipment.

5. Provides secretarial services to the Superintendent, including correspondence, travel, calendaring events, and perform special projects as assigned by Superintendent; assist in logistics for staff development as needed.
6. Assist with completion of contracts, inter-district transfers and agreements, including attaining signatures and dispersing to entities.
7. Maintain accurate filing systems of general files and archives; maintains historical records for the District.
8. Establish and maintain schedule for Superintendent and Board records, including digital scanning, storage and disposal.
9. Continuously review, update and keep the District's website current by formatting and uploading agendas, Board packets, meeting minutes, public notices, board policies and administrative regulations, newsletters, photos and other documents requested by Administration to the District's website.
10. Assists Superintendent with legal documents regarding personnel and other issues, as well as consultation with legal advisors.
11. Transcribes negotiations with CFA and CSEA, assists with documents and keeps records of negotiations and updates bargaining agreements with changes.
12. Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting, as well as keep all documentation for the multi-county district.
13. Creates original documents: letters, reports, handbooks, charts, minutes, resolutions, bi-monthly newsletter, notices to parents and bulletins as required.
14. Proof documents for the District Office staff as well as administrators.
15. Makes appropriate independent decisions.
16. Acts as backup for front office Secretaries.
17. Receives and appropriately responds to telephone calls, messages and requests.
18. Assists Superintendent and Administrators with student/parent/staff matters regarding complaints.
19. Keep the Superintendent and Administrators apprised of changes in law that may affect board policies and administrative regulations through GAMUT, as well as produce updated/new policies and regulations.
20. Manages the District's Expulsion process, including assisting administrators with the process, communication with parents, keeping the records and providing training to new and ongoing administrators regarding expulsions and suspensions.
21. Oversees suspensions in the District, keeps records and assists administrators.
22. Keeps District records of Court Orders for students.
23. Gives support to other secretaries in the District.
24. Performs educational and clerical related duties as assigned.

Physical Requirements for this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results.
2. Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time.
3. Ability to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Ability to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.