



Board Secretary/Secretary to Superintendent

FLSA Status:

Exempt

Qualifications:

High School Diploma (required)
Additional preparation and/or
college work related to
educational office training
preferred

Experience:

Should be a self-starter, able to work
independently
Relevant and effective work experience
preferred
Effective interpersonal & organizational skills

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Pro-Tech Schedule

Reports to

Superintendent and Board of Education

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy. The position may require work outside of normally scheduled office hours.

Purpose Statement

The job of Board Secretary/Secretary to Superintendent is done for the purpose(s) of providing a wide variety of complex and confidential administrative support to Superintendent and other District leadership team members; conveying information regarding district functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and district activities.

Essential Job Functions

- Act as District's custodian of records, processes requests for information and ensures compliance with Missouri Sunshine Act, makes recommendations to Superintendent regarding Sunshine Act requests and ensures compliance with litigation hold memoranda.
- Attend Board meetings, public hearings, and work sessions for the purpose of providing guidance and information, recording minutes, coordinating materials and/or supporting the needs of the attendees.
- Assist the Board of Education in a variety of ways during board sessions (e.g. develops and distributes agendas, attends meetings, provides administrative support and procedural guidance regarding compliance with Missouri Sunshine Act, prepares and distributes minutes after the meeting, etc.) for the purpose of providing quality support as needed.
- Prepare a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Process a wide variety of complex documents and materials for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Responsible for overseeing documentation as included in Electronic SchoolBoard or other paperless meetings.
- Requires the analysis of facts and circumstances to conclude and make recommendations for solving administrative problems within the limits of standard or accepted practices.
- Possess diverse duties and responsibilities involving knowledge and application of district policies and

- procedures that require considerable independent judgment in the determination of actions to be taken.
- Manage Board policies and ensure these are updated at all buildings.
- Process invoices, tracks expenses and produces expense reports. Tracks all Board and Superintendent expenditures and reimbursements.
- Coordinate a wide variety of projects, activities and/or events for the Superintendent, District leadership team and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Coordinate the development and distribution of a wide variety of district documents and reports (e.g. district policies and procedures, calendars, legal filing, School District election materials, etc.) for the purpose of providing district administration, certified and classified staff, students and community with current district practices.
- Maintain a wide variety of complex manual and electronic document files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Register voters and serve as Notary Public.
- Regular and consistent attendance is an essential function of this position.
- Ability to work to implement the vision, mission and values of the district.

Other Job Functions

- Demonstrate effective human relations and communication skills.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintain strict confidentiality.
- Attend meetings and training as directed.
- Adhere to good safety practices.
- Adhere to all district rules, regulations, and policies.
- Perform all other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: school law; parliamentary procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; using independent judgment on matters of significance under limited supervision following standardized practices and/or methods.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. The employee must have the ability to lift to 20 pounds to shoulder height occasionally. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.