

Executive Secretary, Superintendent



Position Title:

Executive Secretary, Superintendent

FLSA Status:

Non-Exempt

Salary Grade:

SG18

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

Varied and complex administrative secretarial and clerical work involving administrative responsibilities under the direction of the Superintendent.

Essential Functions of this Job

Maintains the District calendar. Receives and is responsible for all Board member requests for information. Provides all constituent services. Plans all Principal and Administrator staff meetings with Professional Development. Assists the Superintendent with the bi-weekly Board briefings. Assembles, maintain, and publishes Agendas and Minutes of Work Sessions, School Board Meetings, and Grievance Hearings. Responsible for the official files of all Work Sessions, Grievance Hearings, and School Board Meetings with related backup materials. Assists with a telephone when necessary.

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May be assigned special projects within the Superintendent's unit.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the operations and functions of the School System. Considerable knowledge of business English, spelling, and arithmetic. Significant understanding of the principles and practices of administrative, secretarial work. Ability to interpret rules, regulations, and policies and use mature judgment to make decisions. Ability to compose effective and accurate agenda, minutes, and correspondence. Ability to deal with non-routine matters with a minimum of supervision. Ability to establish and maintain effective working relationships with employees and the public. Ability to take and transcribe dictation and type at a prescribed rate of speed. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduating from high school or completing GED, supplemented by courses in business administration; considerable experience with various computer skills and other commercial subjects. Significant expertise in responsible secretarial positions; or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals, and teams. Requires alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts and with the public.

Physical Environment:

Light work: Exerting up to 20 pounds of force occasionally and up to 10 pounds as frequently as needed to move objects.

Local Code:

9000

EEO5:

50

Approval Date:

Date Last Revised: 4/20/22

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.

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