

Executive Secretary

Reports to: Superintendent

Qualifications

The Executive Secretary should possess:

1. Office management experience with expertise in computer skills (Word, Excel), typing, note-taking, and correspondence.
2. Knowledge of accounting and bookkeeping procedures.
3. Excellent grammar and proofing skills.
4. Personable communication skills.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Efficiently and effectively assist the Superintendent in conducting school business.
2. Keep the Superintendent aware of meeting schedules and reports due.
3. Attend Board meetings, assist the Board in secretarial matters, schedule and post Board meetings, and collate mail to the Board.
4. Assist with preparations for meetings and functions.
5. Maintain accurate and up-to-date certificated personnel files.
6. Keep all office business confidential.
7. Complete all reports for which he/she is responsible.
8. Assume the responsibility for the completion of special projects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Superintendent.

Length of Contract

12 months

Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Branson Public Schools