

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**EXECUTIVE SECRETARY, CURRICULUM AND INSTRUCTION 77290**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Seven (7) years experience as a secretary with a commercial firm, or five (5) years experience as a secretary in a public school system.
- (3) Successful completion of secretarial courses, and / or proficiency in typing and transcribing at a prescribed rate.
- (4) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, State and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner. Ability to perform required bookkeeping tasks.

**REPORTS TO:**

**Executive Director for Curriculum and Instruction**

**JOB GOAL**

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Executive Director for Curriculum and Instruction's office.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop an extensive knowledge of the organization and programs under the Executive Director for Curriculum and Instruction's jurisdiction.
- \* (2) Assume responsibility for specific tasks related to areas assigned to office of the Executive Director for Curriculum and Instruction as directed.
- \* (3) Assist Executive Director for Curriculum and Instruction by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- \* (4) Maintain Executive Director for Curriculum and Instruction's calendar including appointments, travel, deadlines and commitments.
- \* (5) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
- \* (6) Receive, log and route all mail received by the Curriculum and Instruction's office in addition to reviewing and answering correspondence as directed by the Executive Director for Curriculum and Instruction.
- (7) Assist in audit preparation.
- \* (8) Prepare and submit Board agenda items.
- \* (9) Prepare and / or disseminate, to appropriate personnel, pertinent documents, DOE information, rules and regulations, guides, Board policies and interpretive memoranda.
- \* (10) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- \* (11) Develop materials for Executive Director's use for presentations, conferences and workshops.
- (12) Compile background data and information on issues and / or topics as requested by the Executive Director for Curriculum and Instruction.
- (13) Assist in training and supervising any District clerical personnel assigned to the Executive Director for Curriculum and Instruction's office.
- \* (14) Maintain effective working relationships with District and school personnel, parents, and the general public.
- \* (15) Maintain required files.
- \* (16) Prepare and submit required payroll and personnel paperwork.
- (17) Order supplies and maintain inventory of Executive Director for Curriculum and Instruction's office.
- (18) Perform bookkeeping tasks as needed.

- (19) Respond to requests from the staff as directed by the Executive Director for Curriculum and Instruction.
- \*(20) Maintain confidentiality.
- (21) Serve as back-up for Secretary to Superintendent as needed.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

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

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**SALARY LOCATOR: SUPPORT PERSONNEL SALARY SCHEDULE 1**