

## **Job Description, Executive Secretary**

**412.01R7**

The executive secretary will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Keeping informed of school policies and procedures; answering related internal and external questions within authority.
- II. Routing the mail to appropriate personnel.
- III. Filing and retrieving of correspondence, reports, and other data as necessary.
- IV. Taking in and recording all monies.
- V. Making available money for gates to athletics, plays, etc.
- VI. Preparing and delivering daily announcements.
- VII. Answering telephone and answering routine questions or routing calls to appropriate staff members.
- VIII. Assisting with the checking of incoming supplies against orders, invoices, and billings. Routing incoming orders to appropriate personnel.
- IX. Balancing the cash register and banking monies when needed.
- X. Making change for students, staff, and patrons.
- XI. Keeping daily lunch records for students required by the state and completing the monthly report to the state for the superintendent of schools signature.
- XII. Keeping records of each family's lunch payments.
- XIII. Preparing and delivering monthly school calendar and weekly lunch menu.
- XIV. Keeping census current.
- XV. Maintaining cordial contacts with all personnel, students, patrons, and vendors.
- XVI. Maintaining confidentiality of sensitive information related to staff, students, parents, and patrons.
- XVII. Developing and up-dating forms necessary for the operation of the building.
- XVIII. Greeting and directing visitors.

- XIX. Minimum physical activities:  
Having the ability to perform the physical activities and work in the environmental conditions as follows:
- A. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.
  - B. Must occasionally work in noisy and crowded environments with numerous interruptions.
  - C. Requires stooping, bending, kneeling, turning, balancing, and reaching.
  - D. Requires driving.
  - E. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- XX. Minimum educational and preparation requirements:
- A. High school diploma; secretarial experience preferred.
  - B. Must be able to type proficiently. Knowledge of computer and word processing essential.
  - C. Must possess a strong command of the English language.
  - D. Must possess qualities of leadership, decision making, organization, and priority setting qualities and possess strong aspirations for meeting deadlines.

Adopted: June 1, 1997  
Revised: August 10, 2015