

**TITLE:** Administrative Secretary to the Board and Superintendent

**QUALIFICATIONS:**

1. High school diploma.
2. Minimum five (5) years secretarial experience.
3. Ability and willingness to work before or after hours for meetings as needed.
4. Such alternatives to the above as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** Provide confidential secretarial services to the superintendent and board or other central office administrators. Provide for an efficient and effective operation so that the position will reflect positively on the operation of the school system.

**JOB DUTIES:**

1. Performs duties and represents the system in a courteous, positive and professional manner.
2. Maintains the Board policy manual, official Board meeting minutes and other system records for compliance with established rules and procedures.
3. Attends all Board meetings.
4. Prepares and submits information and/or recommendation for Board agenda as assigned.
5. Following Board meetings, prepare correspondence with personnel affected by Board of Education meeting and disseminate approved actions in accordance with policy and law.
6. Maintain and monitor all state required Board training for ACS Board Members.
7. Produces, records and responds as directed correspondence, research, reports, notices, recommendations and material are needed for efficient office operations.
8. Maintains electronic and non-electronic filing systems of needed reports, correspondence, information, confidential records, records, schedules, and data as directed.
9. Obtains, gathers, organizes and prepares for presentation pertinent data and information needed.
10. Maintains schedules of appointment, meetings, conferences, deadlines, and tasks for the efficient operations of the Board members' responsibilities, and Board meetings and work sessions.
11. Make travel arrangements for Board members.
12. Communicate effectively and manages office communication processes as directed using telephones, voice mail, electronic mail, postal and/or delivery services, intra-campus, delivery and other means as directed.
13. Arranges technical support, servicing and effective operation of office technology and office machines.
14. Maintains and revises Board policies as needed.
15. Performs and Maintains State Department Background Software system for all staff and substitutes.
16. Participate and maintain substitute recruitment and onboarding.
17. Responsible for administering and training all employees on system absence/substitute software.
18. Prepare orders, verify shipment, and maintain inventory on all textbooks.

- 19. Prepare and maintain all Board and annex office event calendars.
- 20. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
- 21. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 22. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**                     9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**                    8 Hours

**FLSA STATUS:**                                Non-Exempt

**SALARY:**                    According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials