

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Executive Secretary to the Superintendent

QUALIFICATIONS:

The Executive Secretary shall possess a high school diploma and a minimum of three years of experience in an executive support position, preferably in a school setting. The Executive Secretary shall possess successful experience in performing stenographic and clerical work of a progressively responsible nature; have superior computer and typing skills; have knowledge of modern business practices and procedures of business English and spelling; be able to handle delegated administrative details, requests for information; be able to meet the public with a pleasant, composed, and cordial manner; and, be able to write clear and concise memoranda, directives, and letters without close supervision. The Executive Secretary shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Superintendent of Schools

PERFORMANCE EVALUATION:

The Executive Secretary shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Executive Secretary is a member of the Superintendent's staff and as such is responsible to assist the Superintendent and the District administration in providing the most desirable environment for the educational program in the Wachusett Regional School District in the most efficient and cost-effective manner.

In carrying out these responsibilities, the Executive Secretary shall:

1. Serve as confidential secretary to the superintendent including maintaining the superintendent's calendar including scheduling of meetings, appointments, and other events as directed and handling all phone calls for the superintendent and referring calls to staff as appropriate;
2. Take and transcribe dictation of various types, including correspondence reports, notices and recommendations;
3. Act as the secretary to the School Committee preparing materials pertaining to school committee meetings and subcommittee meetings as needed, composing, typing, and maintaining minutes of school committee meetings and subcommittee meetings as directed;
4. Attend regular and special school committee meetings and other meetings, including meetings regarding confidential matters as directed by the Superintendent;
5. Keep a complete and up-to-date copy of the District's book of school committee policies;
6. Keep committees informed of meeting dates and furnish pertinent material as needed;
7. Mobilize and coordinate other office personnel to perform special functions as directed by the Superintendent;
8. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed; and,
9. Perform any other related task as required and/or assigned by the Superintendent including providing reports of his/her activities on a regular basis and as required.

Updated 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97